

Financial Management

TEMPORARY DUTY ORDERS

This instruction implements Air Force Policy Directive 65-1, Management of Financial Resources, and provides guidance on preparation of Special Orders for temporary duty travel and emergency leave. This instruction explains and provides information on how special orders are written, funded, reproduced and distributed. Major commands and separate operating agencies must ensure that all supplements to this instruction are approved by SAF/FMPA prior to publication. This instruction applies to all active, Air Force Reserve (AFRES), and Air National Guard (ANG) organizations. New Air Force Policy Directives (AFPDs), Air Force Instructions (AFIs), and DoD Policy Directives and Instructions have been referenced in this instruction. As additional ones are issued, "Pen and Ink" changes to the references in this instruction should be made.

This instruction directs collecting and maintaining information subject to the Privacy Act of 1974 authorized by 10 U.S.C. 8013 JTR and JFTR. System of records F010 AF A applies.

SUMMARY OF REVISIONS

This revision aligns the instruction with Air Force Policy directive 65-1 and assigns primary responsibility for temporary duty orders to the Financial Management community.

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Chapter 1**GENERAL**

1.1. Administrative Orders. These instructions establish procedures and provide guidance for preparation, issuance, numbering, funding, authentication, distribution and maintenance of special orders authorizing temporary duty and emergency leave travel of Air Force personnel.

1.2. General Information and Explanation of Terms:

1.2.1. Temporary Duty (TDY) Actions. Temporary duty is defined in JFTR volume I, appendix A, and JTR, volume 2, C4451. The JTR volumes limit TDY at any one location to not more than 179 days. Exceptions must be specifically authorized by the Secretary of the Air Force. A request for waiver is routed through the local military personnel flight. Any JTR/JFTR paragraph reference preceded by a "C" refers only to civilians and those with a "U" to military.

1.2.2. Authentication. The process that makes an administrative order official. Authentication takes place when the signatures of the orders issuing/approving official and the fund certifying official and the travel order number are placed on the travel order.

1.2.3. Effective Date. The date orders go into effect; usually the date shown in the orders for travel to begin.

1.2.4. Authority to Publish Orders. Commanders down to and including squadron level may publish temporary duty orders. Commanders of geographically separated units below the squadron level (detachment or flights) may publish TDY orders when specifically authorized to do so by a higher level commander. A

commander may publish orders not within his or her jurisdiction only with the approval of the proper commander, or when directed by HQ USAF.

Exception: Hospitals and aeromedical staging units may publish orders on patients who are members of any Air Force activity, but must provide copies to the patient's parent organization.

1.2.5. Orders Issuing or Approving Official. The competent authority who determines the need for an order, requests its publication, justifies special authorizations, and approves claims for reimbursing items not authorized in the order or which require administrative approval. The orders issuing/approving official is appointed by the commander and is acting for the commander. Therefore, the authority line is not required on routine TDY orders. He or she furnishes adequate background material on request, or maintains it on file. This official must sign manually prepared orders or requests for composed orders. He or she need not sign computer generated orders as long as adequate controls ensure proper approval before orders are authenticated.

1.2.6. Heading; For the publishing headquarters, include DEPARTMENT OF THE AIR FORCE; the complete unit designation; the name of the major command of assignment, abbreviated in parentheses; the mailing address; the type and number of the order; and the date the order is published. Do not postdate or antedate. On form orders, type the designation of the publishing headquarters in upper case letters. On

composed orders, letterhead stationery without caption may be used. See figure 1.1 for example.

1.2.7. Body. Write a separate paragraph for each action directed. List all persons or activities affected by the same action in the same paragraph. Number paragraphs when more than one is used and divide into subparagraphs when needed.

1.2.8. Close. The elements of the close may include the fund citation, required distribution, unit designation, orders approving official signature and title, order number and issue date. See figure 1.1 for example.

1.2.9. Numbering and Dating Administrative Orders. Each order must be dated. Number in order, starting with number one for each fiscal year. The Financial Services Officer (FSO) will determine whether orders are numbered centrally by the FSO or decentralized to the units. If orders are numbered by the unit, the FSO will determine what numbering prefix is used. The order number will include type of order (S.O.), series (T), and numerical designation. Cite, above the heading of the first order of a year, the number of the last order published the previous year, as shown in example 2, figure 1.1.

1.2.10. Citing Authority for Publication. An authority must be cited in all travel orders.

1.2.11. Forms for Orders. Forms standardize and make publishing administrative orders easier. Compose an order when you cannot use a form, but make sure to include all required information. Computer generated orders may vary from format established for composed orders or form orders after which they are patterned as long as all required data are included.

1.2.12. Series of Special Orders. All special orders for travel under this instruction will be series "T".

1.2.13. Information Required To Identify Personnel.

1.2.13.1. Grade, Name and Social Security Number (SSN). The following guidelines should be followed:

- Write the name and grade in upper case letters, except as noted in paragraph 1.2.13.4.
- For composed orders, the first time a name is used state grade or title, first name, middle initial, last name and SSN. Subsequent use should include only the title and last name.
- If the person is retired include the word "Retired."
- Omit the SSN for individuals who do not have one, such as foreign nationals, exchange officers, etc.
- When many individuals are on an order (for example, orders directing units to perform TDY), make a machine roster according to AFMAN 36-21 and photocopy it on the order.
- The order containing all the names and SSNs will not be given to the travelers; instead, a copy of the order with the SSNs blanked out will be provided to the travelers. Upon using the order, each traveler will fill in his or her SSN as required. The order containing all the names and SSNs will be used for official purposes only, i.e. Finance Office for obligation of

funds and lodging office to verify and track customers.

1.2.13.2. Unit and Major Command of Assignment. Show the unit, major command, and assignment address of each individual named in the order. When a composed order is published by the unit state only "this HQ" or "this unit," in the body of the order as appropriate.

1.2.13.3. Departmental Status and Component. In orders for military personnel not in the Air Force, include the departmental status and component, in addition to grade, name, and service number or SSN. For example, CAPT MARK HESS 000-00-0000, DA (INF)" or "SQ LEADER JAMES W FEARS, 5167, Royal Air Force."

1.2.13.4. Identification of Air Force Office of Special Investigations (AFOSI) Agents. You may omit the grade in travel orders of AFOSI agents. Use the term "Special Agent, AFOSI," instead of the grade.

1.2.13.5. Identification of Senior Executive Service (SES) or Scientific or Professional Personnel. On all forms and composed travel orders after the name include the position title and precedence priority (DV) code assigned to the traveler. For example: "SES-3 Deputy Director, Material Management (OC-ALC) (DV-6)."

1.2.14. Verbal Orders. Do not issue verbal orders unless absolutely necessary. Verbal orders are authorized only when time or error prevented written orders from being published in advance of travel. Verbal orders must be confirmed (in writing) as soon as possible. Include in the written order the date and by whom the verbal order was issued and a statement why written orders were not issued earlier. For example, "The verbal orders of the commander on (date) are confirmed; circumstances prevented written orders in advance." On form orders this can be included in the remarks block. When an order is published by an organization that authenticates orders for several units (host and tenant situations), the name of the unit that issued the verbal order must be included in the order.

1.2.14.1. Variations in itinerary will not be included when publishing orders after travel is completed. Instead, include the specific dates and locations of travel. Confirmatory travel orders must include the following statement: "Submit a travel voucher within 5 workdays after receipt of order (if travel is completed before orders are published) or after completion of travel (if orders are published before travel is completed)." An Example of a Composed Travel Order Body follows: The verbal orders of the Cmdr, HQ AFMC, Wright-Patterson AFB OH, 1 Jun 94, directing CAPT DAVID F SMITH, 123-45-6789,

Form Orders

AUTHORIZATION	
19. ACCOUNTING CITATION DEPARTMENT OF THE AIR FORCE 437 MAW (AMC) CHARLESTON AFB, SC 29404-5000	
XXXXXX XXX XXXX XXXXXX XX XXXXX XXXXX XXXXX	DIST: A
CERTIFYING OFFICIAL: <i>Al Cop</i>	
20. ORDER AUTHORIZING OFFICIAL (Title and signature) OR AUTHENTICATION	21. DATE ISSUED 5 Jun 93
	22. TRAVEL ORDER NUMBER TB-1234

DD FORM 1610, JUN 67 (EF) (PerFORM PRO) REPLACES AF FORM 626, JUN 76, WHICH IS OBSOLETE.

Example 1. Citation of Last Order of the Previous Year:

S.O. TB-1234, 437 Military Airlift Wing, was the last of the series at the end of FY 93.

DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 437 MILITARY AIRLIFT WING
CHARLESTON AFB, SC 29404-5000

Example 2. Address on Form Orders:

DEPARTMENT OF THE AIR FORCE
2852 ABG (AFMC)
MCCLELLAN AFB, CA 95652-5000

Figure 1.1. Sample Headings and Closures.

HQ AFMC/IGA, this stn, to proceed on 1 Jun 94 from Wright-Patterson AFB OH to Edwards AFB CA on TDY for approximately 5 days to perform tests in connection with aircraft stress testing and to return to Wright-Patterson AFB OH, are confirmed, circumstances prevented written orders in advance. (SITE VISIT) TDN. Submit a travel voucher within 5 workdays after receipt of orders.

1.2.14.2. A DD form 1610 may be used for a confirmatory order. If it is, put the word "CONFIRMATORY" in block 7 and the required statement in block 16.

1.2.15. **Changes to Orders-Amendments, Rescissions, and Revocations.** To amend, rescind, or revoke an order, use AF Form 973, Request and Authorization for Changes of Administrative Orders, or a composed order, if AF Form 973 is not practical. Publish amendments, rescissions, and revocations in the same series as the original order. Do not use blanket statements such as "Previous orders are rescinded: or "This order supersedes all previously published orders."

1.2.15.1. **Who May Publish.** An order may be amended, rescinded, or revoked by the organization that published the original order. Exception: Hospitals and aeromedical staging units may publish orders on patients who are members of any Air Force activity, but must provide copies to the patient's parent organization.

1.2.15.2. **How to Complete AF Form 973.** Complete the items needed to make the change, as shown in figure 1.2.

1.2.15.3. **When to Publish An Amendment.** Publish an amendment:

- To add, delete, or change pertinent data to read as originally intended. Refer to paragraph 1.2.15.7 for additional instructions.
- To correct inaccurate first and middle names and initials and other personal data on invitational travel orders, and on other TDY orders when required for an individual to enter a foreign country.
- To add or change a travel advance payment statement. (see paragraph 2.1.4 and figure 2.2, item 16y.

1.2.15.4. **When Not to Publish An Amendment.** Do not publish an amendment:

REQUEST AND AUTHORIZATION FOR CHANGE OF ADMINISTRATIVE ORDERS (If more space is required, use reverse, identifying items by number)						
TO: 1776 ABW/DAAO			FROM: 76 ALD/CV			TELEPHONE 72624
THE FOLLOWING ORDER IS: <input checked="" type="checkbox"/> AMENDED AS SHOWN IN ITEM 5 (<input type="checkbox"/> Rescinded <input type="checkbox"/> Revoked <input type="checkbox"/> Totally <input type="checkbox"/> In Part)						
IDENTIFICATION OF ORDER BEING CHANGED (Issued by this Headquarters unless otherwise stated in item 6.)						
1. BASIC ORDER				2. PREVIOUSLY AMENDED BY		
A. PARA	B. ORDER (Type and Number)	C. DATE	D. TED <input type="checkbox"/> PCS WITH PCA (EDCSA) <input type="checkbox"/> PCS WITHOUT PCA	A. PARA	B. ORDER (Type and Number)	C. DATE
	SO-TA-1492	5 Jun 93				
3. RELATING TO (TDY, PCS, Short Tour of AD, etc.) TDY to Hanscom AFB MA (HQ ESD)						
4. IDENTIFICATION OF INDIVIDUALS TO WHOM CHANGE ACTION PERTAINS						
A. GRADE	B. LAST NAME, FIRST, MIDDLE INITIAL		C. SSAN OR CIVILIAN POSITION TITLE		D. ORGANIZATION	
COL	NORRIS, JIMMY T.		123-45-6789		76 ALD/CV	
CMSGT	KLONDIKE, HARVEY C.		000-00-0000		1776 ABW/SET	
5. AMENDMENT (Identify item in order being amended)						
A. ITEM	AS READS			IS AMENDED TO READ		
10a	5			12		
B. ITEM	IS AMENDED TO (Include) (Delete)					
6. REMARKS						
7. ACCOUNTING CITATION XXXXXX XXXXXX XXXXXX XXXXXX XX XXXXXX						
CERTIFYING OFFICIAL: J.C. Cash						
8. DATE	9. ISSUING/APPROVING OFFICIAL (Typed name, grade, and title)			10. SIGNATURE		
10 Jun 93	ALBERT McPHEE, Major, USAF Executive Officer			Albert McPhee		
11. DESIGNATION AND LOCATION OF HEADQUARTERS DEPARTMENT OF THE AIR FORCE 1776 ABW (AMC) ANDREWS AFB DC 20331-5000				12. ORDER (Type and Number) SO-TA-1505		13. DATE 10 Jun 93
				14. TDN		
15. DISTRIBUTION "J"				16. SIGNATURE ELEMENT OF ORDERS AUTHENTICATING OFFICIAL		

AF FORM 973, OCT 83 (EF)

PREVIOUS EDITION WILL BE USED.

Figure 1.2. Sample Amended Order.

INSTRUCTION FOR PREPARING AF FORM 973

NOTE: Rescind an order when some action has been taken on the published order, such as travel advance, TR, etc. Revoke an order when no action occurs against the original order. Amend an order to change data in it. If the order is being revoked only as it pertains to some, but not all, individuals in the basic order type the words "IN PART" after you mark the "Revoked" block. This is not necessary if it is already preprinted on the form.

Items 1A through C, 8, and 11 through 16--Self-explanatory.

Item 2--Include all previous amendments.

Item 3--(Relating to TDY). Include the original TDY action.

Item 4--(Identification of the Individual to Whom Change Action Pertains). Do not use this form if the original order pertained to the appointment of a board or committee; use a composed order. When an amendment applies to everyone listed on the basic order, use the statement, "same as basic order", instead of repeating names on the amending order.

Item 5A--(Amendment). When indicating a change in wording, underscore the portion that is changed and what it is changed to read.

Item 5B--(Is Amended to (Include) (Delete)). Cross out the one that does not apply.

Item 6--(Remarks). Include information not covered by preceding items, for example, the authority for the action when required, etc. You may also use this item to continue preceding items when more space is required.

Item 7--(Accounting Citation). Include the fund citation from the original order unless it is being corrected by this change. If the member is placed in TDY hold status by HQ AFMPC, add ALPHA code "P" (Per Diem). (See AFI 65-601, volume IV.) Initials of the fund approving official are required on amendatory order when additional funds are being spent, such as extension of TDY, travel to additional TDY points, etc.

Items 8 through 16--Self-explanatory.

Figure 1.2. Continued.

- To replace one name with another on any funded travel order.
- To add an individual after the original TDY order has been published. Publish a new order.
- To delete an individual. Rescind/revoke in part so much of the original order that pertains to the person.
- To change an effective date after it has passed. Revoke the expired order and publish a new one.

1.2.15.5. **When to Rescind an Order.** Rescind an order when it is no longer needed: for example, if an individual has blanket or repeated travel orders and goes PCS, completes a project, or has a change in duty assignment.

1.2.15.6. **When to Revoke an Order.** Revoke an order before it has gone into effect. The orders approving official determines when to revoke "T" series travel orders. This official will notify the office that published the order by letter. When necessary, the orders approving official will rescind the order with AF Form 973, Request and Authorization for Change of Administrative Order, if travelers made any preparatory travel expenses. Officials may use a letter to cancel TDY orders and deobligate funds pertaining to TDY orders. These costs are properly reimbursable. When using a letter, the subject will include the number and date of the order being revoked, e.g. "Revocation of S.O. T-1234, dated May 15, 1993. Include in the body of the letter the traveler's name, SSN, organization, and rationale for cancellation of the travel. The requesting official must sign and date the letter.

1.2.15.7. Retroactive amendments to orders to increase or decrease the amount of money due the traveler must be fully explained and justified (24 Comp Gen 439). Written requests for such amendments must clearly show that the original order was unclear, incomplete, or lacked necessary information. Orders publishing agencies should look carefully at any request for such amendment to make sure that the amendment and the reasons given agree with this Comptroller General decision. The circumstances that would permit an amendment to authorize additional payment are so rare that claims based on them are seldom allowed. Instead, the travel claim with amended orders should be submitted to the General Accounting Office through DFAS, with a statement of facts and circumstances. A written amendment confirming a verbal order is not included in this category provided the verbal order was issued on or before the effective date of the directed change (see AFR 177-103).

1.2.15.8. If the traveler does not go to places stated in the order or spends less time at a place than that specified in the order a written statement by the orders approving official must be included with the travel claim to support the travel payment. No amendment or statement is required for changes in order of continuity of places shown if variations are authorized in the itinerary.

1.2.15.9. If an order is revoked or rescinded and replaced immediately by a new order from the same organization,

the new order may also announce the revocation or rescission. In the remarks section of form orders, add the statement in uppercase letters: "THIS ORDER REVOKES OR RESCINDS (ORDER NUMBER AND DATE.)" In composed orders, make this statement the last paragraph.

1.2.15.10. When an order is revoked, it no longer exists as an official document. Once rescinded, although still an official document, it no longer can be used. Do not revoke a revocation or rescission; instead publish a new order.

1.2.16. **Corrected Copies:**

1.2.16.1. Publish a corrected copy of an order only to correct an error in the publishing headquarters, travel order number, or date. Publish an amendment to change all other data in the travel order. For example enter "CORRECTED COPY-DESTROY ALL OTHER T-12345, dtd 05 Oct 94" (cite incorrect number and date) at the top of the corrected copy. Use the same heading and close as the one used on the original composed or form order, correcting only those portions that require correction: double underscore the corrected portion; and distribute same as original order.

1.2.17. **True Copies.** You may reproduce any order or portion of it, as a true copy or a true extract copy. Include the same heading and close as the original composed or form order, and the statement "A TRUE COPY" or "A TRUE EXTRACT COPY." In a true extract copy, include only the required information. For example, if a paragraph is on several individuals, include only the name of the one for whom you need a copy. Use asterisks to indicate omitted material. Any officer, or other individuals authorized to authenticate orders according to paragraph 1.2.4., may authenticate true copies or true extract copies.

1.2.18. **Printed Information on Reverse of Orders.** You may print information on the reverse of special orders to make the job simpler.

1.2.19. **Record Copies-Maintenance, Disposition, Retrieval, and Review.** For information on the following topics refer to AFI 37-128: Length of Orders and Continuation Lines, Paper Size, Margins, and Numbering. Disposition instructions may be found in AFR 4-20, Disposition of Air Force Records.

1.2.20. **Orders Distribution.** For general information see AFI 37-128. In addition, those units authorized to publish travel orders must ensure a copy of all travel orders are forwarded to the FSO on a daily basis.

1.2.21. **Orders Reproduction.** Reproduction of orders will be the responsibility of the orders issuing official.

1.2.22. **Maximum Time Periods for TDY.** Air Force military personnel are not placed on funded TDY (including travel time to and from) at any one location for more than 179 days (except when approved in advance by the Secretary of the Air Force according to AFI 36-2110). TDY to attend courses of instruction must not exceed 20 weeks (not counting travel time to and from) at any one

location. Holidays or periods when classes are suspended do not serve to extend course duration (53 Comp Gen 218).

1.2.23. **Attendants and Escorts.** Authorized types of orders that may be published for attendants and escorts vary on a case-by-case. For more information see Table 1.1 and contact your local FSO.

1.2.24. **Forms to be Used for TDY.** Use a DD Form 1610, Request and Authorization for TDY Travel of DOD Personnel, when practical, to publish TDY orders. See the general example in figure 2.1 and specific examples in figure 2-2. DOD personnel include civilian employees and military members including military retirees. Use

either a DD Form 1610 or a composed order for blanket, permissive and repeated TDY orders. An emergency leave order, AF Form 972, Request and Authorization for Emergency Leave Travel, should be used for funded emergency leave of military members and accompanying dependents; and use an AF Form 937, Request and Authorization for Dependent(s) Travel, when the dependents travel alone.

1.2.25. **Contingency, Exercise, Mobility (CEM) Orders.** Specific instructions for CEM orders are contained in the Personnel Support for Contingency Operations (PERSCO) instruction, AFI 10-215.

TABLE 1.1

ORDERS FOR ATTENDANTS AND ESCORTS

R U L E	A	B	C	D
	If an order pertains to travel of (note 2)	who is a	then publish	under authority of JTR
1	nonmedical attendant (AFR 168-4)	military member (OS) accompanying a military dependent	TDY order	U7550
2		military member (CONUS) accompanying his or her dependent (AFR 35-26)	permissive TDY order	U7650
3		civilian employee (OS) accompanying a dependent of military personnel	TDY order	U7552 and C6151
4		private person (OS) accompanying a dependent of military personnel	invitational travel order or include on dependent's travel order	U7553
5	nonmedical attendant	military member accompanying a military member patient	TDY order	U7251-B2
6		civilian employee accompanying a military member patient		U7251-B3
7		private person accompanying a military member patient	invitational travel order or include on member's travel order	U7251-B4a
8	escort for dependent of military member who dies, is missing, or otherwise unable to accompany his or her dependent (JTR. U7550) (note 3)	military member	TDY order	U7550
9		civilian employee		U7552 and C6150
10		private person	invitational travel order	U7553

NOTES:

1. "OS" means outside the 48 contiguous states. "CONUS" means within the 48 contiguous states.
2. For nonmedical attendant, travel and transportation allowances are payable not to exceed the cost of travel to and from the medical facility while accompanying the patient to the medical facility, delay at the medical facility awaiting return transportation home, and round trip travel to the medical facility and return when the patient is able to return home. For escorts, travel and transportation allowances are payable for travel to the point dependents relocate, delay awaiting return transportation home, and travel home.
3. Does not include escorts for deceased personnel.

Chapter 2

TDY ORDERS

2.1. Responsibilities of the Orders Issuing or Approving Official.

2.1.1 Determine the need for TDY. Do not permit travel when a letter, telephone, message, or other cheaper means will do. Keep the number of people who must travel for a single purpose to a minimum; for example, never allow two or more persons to travel when one person can do the job. Examine the need for temporary duty; determine if personnel near the temporary duty station can do the job. Combine missions to carry out multipurpose results, thereby cutting unnecessary trips, number of persons traveling, places to be visited, variations in itineraries, and length of trips. Keep personnel participation at CONUS conferences, meetings, and seminars to a minimum when travel is at government expense (includes using appropriated or nonappropriated funds) and does not relate directly to the accomplishment of the mission (official travel that is not at government expense is carried out under conflict of interest regulations). Review and reauthorize, if needed, all blanket and repeated travel orders. Ensure that travel is kept to the minimum necessary to carry out command or unit mission. Screen all requests for foreign travel to keep US attendance at foreign conferences to minimum. If possible, use US personnel located at or near the conference site, and assure the USAF Foreign Clearance Guide is complied with before travel begins. Coordinate local transportation requirements when sponsoring meetings and conferences to keep costs at an absolute minimum. This includes reducing or eliminating the need for commercial rental cars.

2.1.2. Modes of Transportation. Direct the use of government procured transportation when appropriate. When directing government procured transportation the following guidelines will be strictly adhered to: When Government funded, travel will normally be arranged by the traffic management office (TMO), and the order will contain this statement: "Government procured transportation directed, report to the TMO ASAP." This is always required except:

- When travel by privately owned conveyance (POC) or special conveyance is authorized as advantageous to the Government.
- When a specific mode of travel, for example, military air is directed in the order.
- When travelers are authorized to use their POC or to personally procure commercial transportation as "not advantageous" to the government. In this case it will be necessary to coordinate with the TMO to obtain the lowest fare available with a Transportation Request. That cost will be included

on the travel order and will be used to determine the amount to be reimbursed the traveler.

NOTE: Travelers should be permitted to use POC if they desire, and the mission does not require travel by another mode.

2.1.3. Additional Information for Orders Issuing Officials.

- Provide written authorization for persons to escort or handcarry classified information (see DOD 5200.1R/AFI 10-1101).
- Approve requests to handcarry classified information within the United States, its territories, and Canada.
- Designate personnel to handcarry classified material outside the United States, its territories, and Canada when travel is on government owned, controlled, or chartered aircraft.
- Ensure civilian contractor plants and Air Force plant representatives office (AFPRO) are notified before travel is made to those type of organizations.
- Take full responsibility and be answerable for approvals of special authorizations.

2.1.4. FSO Travel Advance Eligibility Statements.

Include a travel advance payment statement as prescribed by figure 2.2, item 16y. This requirement is the result of the Department of Defense (DOD) Standard Travel Advance Policy. The DOD Standard Travel Advance Policy specifies the amount of travel advance payable based on the eligibility of personnel for a government contractor-issued travel charge card. The appropriate travel advance payment will be based on the travel advance statement (specified by figure 2.2, item 16y). If the order does not contain a travel advance statement payment by FSOs SHALL NOT BE MADE UNLESS AN AMENDED TRAVEL ORDER IS PUBLISHED.

2.1.4.1. Fund estimates are always required on TDY orders requests when self-type (local) funding is cited (AFR 177-103, paragraph 24-33 and 24-39).

2.1.4.2. At the discretion of the local financial services office (FSO) Fund Summary Record (FSR) and Program Summary Record addresses may be entered on TDY travel requests.

2.1.5. TDY to High Threat Areas. Annotate TDY orders of individuals traveling to designated high threat areas to reflect compliance with the DoD Travel Security Policy. Refer to the USAF Foreign Clearance Guide or contact the local Antiterrorism Representative or OSI Detachment to determine current high threat areas. Compliance with the policy requires:

2.1.5.1. Individuals to travel by AMC air or AMC charter to the maximum extent possible, receive briefings on the availability and use of fee passports by the local passport agent, receive briefings on the terrorist threat and suggested personal travel precautions by designated local officials prior to travel.

2.1.5.2. Military members must, and civilians and dependents may, familiarize themselves with AFI 36-2209 and DoD Directive 1300.7, for Training and Education Measures Necessary to support the Code of Conduct.

2.1.5.3. In addition, attach the Antiterrorism Travel Order Coversheet (AFVA 208-3) to the TDY orders before giving to the traveler.

2.2. Routine TDY (DD Form 1610). DD Form 1610 will be used for the majority of routine TDY trips involving Air Force personnel, both military and civilian. A sample DD Form 1610 is provided at figure 2.1. and an item by item explanation on how to complete the form is provided at figure 2.2.

2.3. Blanket Temporary Duty Orders (BTOs). BTOs may be published for individuals who anticipate 12 or more trips per fiscal year, within certain geographical limits, to perform regularly assigned duties. In no case will BTOs be issued based solely on an individual's grade or position. Frequency of travel must be the determining factor. The number of individuals on BTOs will be restricted to the absolute minimum IAW the frequency of travel criterion. BTOs do not expire when an individual returns to permanent duty station, but continue in effect until expiration or rescission. BTOs are only effective during one fiscal year and will not be used for any one trip in excess of 179 days. If trip goes over into a new fiscal year, publish a second order to cover that portion. If BTOs are required for the same people in the next fiscal year, publish new orders. The fund-approving official must sign the request for orders, indicating that funds are available and the accounting classification code is accurate. See Figure 2.3 for sample.

2.3.1. Authority for Publication. BTOs may be approved by the Chief Of Staff, HQ USAF, and the commander of a major command (MAJCOM), field operating agency (FOA), or a direct reporting unit (DRU). These commanders may redelegate approval authority to reasonable, appropriate lower levels. This may be done by supplementing this regulation.

2.3.2. Order Content. Blanket TDY orders require the same data as other TDY orders (see figure 2.2.), except the geographical area of travel must be specified; state the effective and expiration dates; and add the following statement: "Travel in connection with meetings according to AFR 30-9 (AFI 51-603) not authorized by this order, unless amended or endorsed according to AFR 30-9 (AFI 51-603)" and "Turn in all promotional items, for example, gifts, bonus tickets, etc. to the FSO. See figure 2.3. for

sample information for the reverse of a blanket travel order when using a DD Form 1610.

2.3.2.1. Example of a Composed Blanket Travel Order:

COL MARALIN C DEWEY, 123-45-6789, this HQ, will proceed at such times as may be necessary during the period 1 Oct 93 to 30 Sept 94, both dates inclusive, from Wash DC to any point within continental limits of the US on TDY in connection with duty as Director of Administration; and upon completion of each mission will return to Wash DC. (Speech or Presentation) Travel in connection with meetings per AFI 51-603 is not authorized by this order unless so amended or indorsed according to AFI 51-603. Since your per diem is based on the availability of billeting and mess, when TDY to military installations contact the base billeting officer to see if they are available. Turn in all promotional items, for example, gifts, bonus tickets, etc. to the FSO. (Cite the proper accounting classification and customer identification code.) Items 1 and 2b through 5 on reverse apply. Authority AFR 36-20 (AFI 36-2208).

2.3.3. Indorsement to Blanket TDY orders. Special authorizations (paragraph 3.2) that require written justification should not be included in the basic order. These authorizations, when required for a specific trip, must be added by indorsement to the original order and signed by the issuing or approving official. The written justification must be retained in the files of the orders issuing or approving authority according to paragraph 1.2.7. In addition, items such as air movement designators, port reporting instructions, excess baggage, foreign flag carrier certificates, ordinary leave, and overseas area clearance may be added by indorsement. When circumstances of a specific trip require the traveler to obtain a travel advance payment, the blanket travel order must be indorsed with the appropriate travel advance payment statement prescribed by Figure 2.2. Item 16y and signed by the orders approving official.

2.3.4. Review of Blanket TDY Orders. Base FSO (or equivalent at higher headquarters) will review all blanket travel orders annually, normally at the time organizations are preparing new orders for the fiscal year. Review will ensure the orders are administratively correct. Also, at a minimum, the FSO must ensure blanket travel order criteria are met and make a recommendation through the appropriate chain of command to the approving official for the approval/ disapproval of the blanket travel order. Additionally, MAJCOM-FOA/FM will make blanket TDY orders an item of interest during staff assistance visits and inspector general inspections.

2.3.5. Travel Advance. Personnel issued blanket travel orders meet the eligibility criteria for the issuance of a government contractor-issued travel charge card; therefore, any cash advance requirements while in a travel status should be met by using ATMs. Travel advance payments from FSOs should be very rare and normally

(THIS FORM IS SUBJECT TO THE PRIVACY ACT OF 1974 - USE BLANKET PAS - AF FORM 11.)

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (Reference: Joint Travel Regulations) Travel Authorized as Indicated in Items 2 through 21.					1. DATE OF REQUEST 3 Jun 93	
REQUEST FOR OFFICIAL TRAVEL						
2. NAME (Last, First, Middle Initial) AND SSAN SMITH, JOHN J 123-45-6789.				3. POSITION TITLE AND GRADE OR RATING MASTER SERGEANT		
4. OFFICIAL STATION Charleston AFB, SC				5. ORGANIZATIONAL ELEMENT 437 FMS/MMX		6. PHONE NO. 5605
7. TYPE OF ORDERS ROUTINE		8. SECURITY CLEARANCE SECRET		9. PURPOSE OF TDY Provide augmentation to maintenance personnel working on special mission aircraft. (SITE VISIT)		
10a. APPROX. NO. OF DAYS OF TDY (Including travel time) 10		b. PROCEED O/A (Date) 9 Jun 93				
11. ITINERARY <input type="checkbox"/> VARIATION AUTHORIZED FROM: Charleston AFB SC TO: Dover AFB, DE (436 FMS) RETURN TO: Charleston AFB, SC						
12. MODE OF TRANSPORTATION						
COMMERCIAL			GOVERNMENT		PRIVATELY OWNED CONVEYANCE (Check one)	
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP
				<input checked="" type="checkbox"/>		
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)				RATE PER MILE: <input type="checkbox"/> MORE ADVANTAGEOUS TO GOVERNMENT MILEAGE REIMBURSEMENT AND PER DIEM LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION AND RELATED PER DIEM AS DETERMINED IN JTR. TRAVEL TIME LIMITED AS INDICATED IN JTR.		
13. <input checked="" type="checkbox"/> PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR. <input type="checkbox"/> OTHER RATE OF PER DIEM (Specify)						
14. ESTIMATED COST						15. ADVANCE AUTHORIZED
PER DIEM \$ 350.00		TRAVEL \$		OTHER \$	TOTAL \$ 350.00	\$
16. REMARKS (Use this space for special requirements, leave, superior or 1st-class accommodations, excess baggage, registration fees, etc.) (Prior to travel overseas comply with the Foreign Clearance Guide for passport, immunization, and clearance requirements. Attach receipts showing cost of all lodgings used during the period of this claim. SUBMIT TRAVEL VOUCHER WITHIN 5 WORKDAYS AFTER COMPLETION OF TRAVEL.) You must pay the surcharge at military dining facilities. Since your per diem is based on the availability of billeting and mess, contact the base billeting officer to see if they are available. Turn in all promotional items, for example, gifts, bonus tickets, etc., to the FSO. Travel by government air directed. Authority AFI 36-2110, and HQ 21 AF/XO msg 211630Z May 93, Subj: Special Mission Maintenance Support.						
17. REQUESTING OFFICIAL (Title and signature)				18. APPROVING OFFICIAL (Title and signature) Arlan Jones, MAJOR, USAF Chief of Maintenance, 437 FMS		
AUTHORIZATION						
19. ACCOUNTING CITATION DEPARTMENT OF THE AIR FORCE 437 MAW (AMC) CHARLESTON AFB, SC 29404-5000 DIST: A CERTIFYING OFFICIAL: JFC Cash						
20. ORDER AUTHORIZING OFFICIAL (Title and signature) OR AUTHENTICATION				21. DATE ISSUED 5 Jun 93		
				22. TRAVEL ORDER NUMBER TB-1234		

DD FORM 1610, JUN 67 (EF) (PerFORM PRO) REPLACES AF FORM 626, JUN 76, WHICH IS OBSOLETE.

Figure 2.1. Sample TDY Order.

INSTRUCTIONS FOR PREPARATION OF DD FORM 1610

Items 1, 6, 21, and 22-Self-explanatory.

Item 2-Include the Name (type in uppercase letters) last, first, middle initial, and SSN.

a. If an order is for several people, include data for no more than 2 in items 2, 3, 5 and 8; then put in item 2 "See item 16" and type the remaining names and data in item 16 (if space permits).

b. If space in item 16 does not permit, include "See Reverse" in item 2 and type all the names and other information on plain bond, so it can be reproduced on the back of the order.

c. Do not put the names in all three places.

Type the information immediately under each "Item Heading" either on the front or on plain bond.

Item 3-(Position Title and Grade or Rating). Enter the grade in all capital letters. If appropriate, you may include a position title or designation such as "TEAM CHIEF," "PROJECT OFFICER," etc. For senior executive service (SES) or scientific or professional personnel (ST), include position title and precedence priority (DV) code as shown on the traveler's SF 50; for example, "Deputy Director, Material Management (OC-ALC) (DV-6)." For personnel certified under the personal Reliability Program (PRP), add the PRP status code in the upper right corner. Example: "PRP A". For an Airman Basic (E-1), include the TAFMSD. For Air Reserve Technicians traveling in their civilian capacity, include both the military and civilian grades; for example: "GS-9 (SMSGT USAFR)."

Item 4-(Official Station). Include the name and location of traveler's current permanent duty station.

Item 5-(Organizational Element). Enter unit and division, branch, etc. (Functional Address Symbol) or unit to which traveler is assigned.

Item 7-(Type of Orders). Enter in uppercase letters "ROUTINE" for regular TDY or if appropriate, enter "CONFIRMATORY"(for previously issued verbal orders), "REPEATED", "SPECIAL LEAVE", "BLANKET", or "PERMISSIVE". Do not use this form for amendments; use AF Form 973 or a composed order.

NOTE: Permissive travel may be used for civilian employees traveling at no expense to the government, but make sure there's no fund cite in item 19 (see paragraph 2.6.3). AF Form 988 is used for military personnel on permissive travel.

Item 8-(Security Clearance):

a. Include the security clearance as shown on the traveler's AF Form 2584, Record of Personnel Security, Investigation and Clearance, or Automated Security Approval Systems (ASCAS) roster.

b. When initiation of a request for investigation is a prerequisite for TDY, include: "See Item 16," then in item 16 include: "(Type of investigation) requested on traveler by, (agency requesting investigation) on (date)."

c. If access to special program information is required for the TDY, enter the clearance level and category.

d. For permissive TDY, special leave, or medical patients use N/A.

Item 9-(Purpose of TDY):

a. Do not use a general statement, such as "USAF Matter" or "Official Business." Use a clear concise statement which portrays the purpose of travel.

b. Additionally include one of the following categories of travel that most closely describes the purpose of the order:

(1) Site Visit. Visit to a particular site in order to personally perform operational or managerial activities; for example, oversee programs, grant operations, or management activities for internal control purposes; carry out an audit, inspection, or repair activity; conduct negotiations; provide instructions; provide technical assistance.

(2) Information Meeting. Attend a meeting; to discuss general Agency operations, review status reports or discuss topics of general interest. If a site visit was conducted as part of the same trip, consider the entire trip to be Site Visit.

(3) Training Attendance. To receive training

(4) Speech or Presentation. To make a speech or presentation, deliver a paper, or otherwise take part in a formal program other than a training course.

(5) Conference Attendance. To attend a conference, convention, seminar, or symposium for purposes of observation or education only with no formal role in the proceedings.

(6) Entitlement Travel. Travel to which the employee, member, or their dependents are entitled as a result of an assignment; for example, official vacation or home leave; medical emergency, and educational travel.

(7) Special Mission Travel. To carry out special Agency mission; for example, non combat related military unit movements; provide security to a person or a shipment (such as a diplomatic pouch); move witnesses

Figure 2.2. Instructions for Preparation of DD Form 1610.

from residence to other locations; cover travel by Federal beneficiaries and other non employees.

(8) Other Travel. To travel for other reasons (purposes) which are not shown in one of the other seven categories.

NOTE: Only include the category, not the definition.

c. If the TDY is in connection with field duties, put in "(Field Duty)." Then in item 16 include: "The inclusive dates of field duty are from (date) to (date)."

d. When attending a school or course of instruction, include course title, number of course, and class ID (if unknown state: "This is a course of instruction."), start date, and graduation date. For those courses managed in the Pipeline Management System (PMS), also include Training Requester Quota ID (TRQI) and Training Line Number (TLN) for each training event. (If TRQI and TLN cannot be provided by the allocation authority, cite authority for member's attendance).

e. To identify travel of aircrew members include after purpose of travel the abbreviation (ACRW).

f. For return to duty travel (paragraph 2.7.) include: "Return to duty travel order (leave)."

EXAMPLE: Indoctrinate Personnel Flight personnel in retirement processing procedure; to take part in the critique phase of field exercise (Operation Showdown), or to attend pilot instructor training (T-43), Course Number F1115080Q.

g. For special leave (military only) insert "SPECIAL LEAVE". See AFI 36-3003 for more information.

Item 10a-(Approx Number of Days). Show the number of days TDY, plus the travel time from the permanent duty station to TDY locations (or locations) and return. DO NOT include delay en route in this item.

a. If traveler remains on TDY for more days than shown, the order need not be amended if the number of days on TDY is no more than 100 percent or 7 days, whichever is less. For example, if 5 days TDY are authorized and the traveler remains on TDY for 10 days, an amendment is not necessary. In this example if the traveler was required to remain on TDY for 11 days, then an amendment must be published extending TDY.

b. For repeated TDY orders, leave blank and place a statement in item 16 showing the number of trips to be taken on the order.

c. For blanket TDY orders, leave blank.

d. For permissive TDY, show specific number of days, including travel time. Cross out the word "approximate."

e. For special leave always enter "15."

NOTE: For military personnel, extension of 179 days TDY requires prior Secretarial approval. Enter in item 16

"SAF approval was granted according to AFI 36-2110 (as applicable) by (Cite letter or message, and date).

Item 10b-(Proceed O/A Date). The on or about date is valid for 7 days before or after date shown, as long as the traveler does not depart before the date the order is authenticated. For example, if the date shown on the order is 7 May 93 and the traveler does not depart until 14 May 93, no amendment is needed. If the traveler leaves on 15 May 93, publish a new order. For blanket and repeated travel orders and special leave orders, show inclusive dates. For example, NET 1 Oct 93-NLT 30 Sept 94.

NOTES:

1. If a new order is done on the same traveler (or travelers) because the effective date is passed, the old order may be revoked or rescinded in the remarks section of the new order.

EXAMPLE: SO TA 1945, 6 MAY 93, RELATING TO ABOVE INDIVIDUAL (OR INDIVIDUALS) IS REVOKED. (Remember that if any travel advances have been paid or if a TR or MTA has been processed, even if they are returned to the FSO or TMO, the order must be rescinded not revoked.)

2. When delay en route is authorized, the proceed date is based on when the traveler will depart the duty station.

Item 11-(Variation Authorized):

a. Only used when absolutely necessary (see paragraph 3.4. for guidance). Do not authorize variations in repeated, blanket, or permissive TDY orders. Only use it in confirmatory orders when the traveler has not yet returned and the remainder of the itinerary is incomplete. If the order is requested after the travel is completed, do not authorize variations. Instead, put in the place(s) where TDY was performed in their exact order in item 11.

b. (Itinerary-FROM) Enter the word "FROM." Use the location where the traveler is assigned or located; for example, permanent station, leave address, TDY point when new orders are being published for further TDY, or station where assigned for a special or short tour of AD. If the traveler is at a leave address, TDY station, or a short or special tour of AD, enter in item 16: "Presently on (TDY, short tour of AD, or leave) per (include information to identify order)."

c. (Itinerary-TO) enter the word "TO." When possible and if it is not classified, show specific location at which TDY will be performed; for example, unit and military installation (air base; air station; site; test range; foreign, US or state agency; or building and city, and state or country. Do not indicate a military installation near the TDY location merely to save per diem costs. However, if any official business is going to be conducted on that installation it should be shown on the order. Do not show en route stops where no TDY will be performed. For blanket travel orders, include: "Will proceed at such times

as may be necessary to any point (within or within and outside) (CONUS, Europe, etc.)." For special leave enter the POD in CONUS specified by the TMO.

d. (Itinerary-RETURN TO) Enter the words "RETURN TO." As a rule, return will be shown to the traveler's permanent station.

(1) If traveler is ordered to TDY from a leave address, and is to revert to leave status, include in item 16: "Upon completion return from TDY will revert to leave status, (number) days leave authorized."

(2) If traveler is ordered on further TDY from a TDY point, and is to return to first TDY station, include in item 16: "Upon completion return to (TDY) station and comply with existing orders."

NOTE: When "FROM" and "RETURN TO" addresses differ from the organization publishing the order, the ZIP Code on those showing an Air Force Base is not required; for all others, include a complete address; for example, street, city, state and if known, the entire ZIP Code.

Item 12-(Mode of Transportation). For CONUS travel, do not use this section to authorize or direct any mode of travel. Instead, indicate the authorized or directed mode of travel in block 16. For transoceanic travel, unless the traveler has been authorized to personally procure transportation per paragraph 3.3.12, check the block "as determined by appropriate transportation officer." Cross out "(Overseas travel only)" and type in "Transoceanic Travel." Review restrictions in JTR, volume II, paragraph C2001, before directing or authorizing travel by government aircraft for civilian employees. (Also see paragraph 2.1.1.11.).

Item 13-(Per Diem Authorized). Need not be used unless a reduced/increased rate is to be prescribed, then enter an "X" in the block (other rate of per diem) and add: "Per diem \$_____ authorized according to (cite authority)." See the JTRs, paragraph U4135-C (military travelers) or C4550-1 (civilian travelers). For special leave, enter "NO PER DIEM AUTHORIZED (AFR 35-9)".

Item 14-Complete on all For Self Specific Allotment Funded (local Funds) TDYs. (See AFR 177-103).

Item 15-(Advance Authorized). No longer required. See JTR, volume 2, paragraphs C1103-1 and C3150-2, item 15.

Item 16-(Remarks). To be used for instructions, special authorizations and any other pertinent information. The following statements are provided as examples and should be used as required. (Frequently used statements or instructions may be preprinted on the reverse of the DD Form 1610 and the applicable item numbers referenced in

Item 16. Type the following: "The following items on the reverse apply;" (List the number of each applicable item).)

a. Per Diem Equity Statement. On funded TDY orders for enlisted personnel add: "Must pay the surcharge at military dining facilities." This statement is not required for special leave or inpatient orders. When periods of field duty apply add: except during periods under field duty."

b. Reporting Instructions. For Schools or Courses of Instruction reporting instruction are required. Reporting instructions are optional for all other types of TDY. For schools or course of instruction include the class entry date. If applicable, include: "During the period of TDY, individual is attached to (unit) for administration." Include the following statement in all school orders: "Individual will report to TDY station no earlier than _____ (hour and date) or no later than _____ (hour and date) and will depart TDY station NLT 1 day after the course has been completed."

NOTE: For information on reporting dates when attending more than one course of instruction, see AFI 36-2110, Reporting instructions are in AFCAT 36-2223, or will come from the quota control agency.

c. Acting Transportation Officers. If the traveler is to be designated as an Acting Transportation Officer, include: "Individual is designated Acting Transportation Officer for the purpose of issuing transportation requests, and will comply with AFI 24-101.

d. Transportation Costs. When a specific mode of transportation is not directed the cost of a TR will be included. Example: "TR cost from (location) to (location) and return is (enter cost provided by TMO)." If travel is from a location where a TMO is not available, include "TR cost N/A."

e. Travel at No Expense to the Government. If the traveler is taking part in a public ceremony or demonstration, and the expenses are paid by the sponsoring agency, include: "Travel will be performed at no expense to the government; expenses will be borne by (organization)." (See AFR 30-30 and paragraph 2.6.2 and 2.6.3.)

f. Recoupment of Expenses. If the Air Force is to get back costs of travel from another branch of service, government agency, or a foreign government, include: "Recoupment of expenses incident to this order will be effected by USAF from (agency concerned)."

g. Permissive TDY:

(1) To authorize permissive TDY together with official TDY, for permitting individuals or groups such as bands to perform at unofficial functions include: "Permissive TDY at no expense to the government authorized from (hour and date) to (hour and date) for the purpose of (state purpose, for example, performing at

officer and NCO open messes, etc.)." If the permissive TDY is for a purpose other than the one shown above, include: "no more than ____days permissive TDY, including travel time, is authorized at no expense to the government for the purpose of (state purpose)." See figure 2.5.

(2) For permissive TDY not in conjunction with official TDY, see paragraph 2.6. For required statements, see figure 2.5.

h. Group Travel. If travel falls within the purview of JTR, volume I, paragraph U4000, include: "This is a group travel order."

i. Contingency, Exercise, and Mobility TDY. See Air Force Instruction 10-215.

j. Casualty Reporting Information. Include the following on orders for members assigned to geographically separated units (GSU): "Casualty reporting information: Member's UPRGp is maintained at (Location of Personnel Flight maintaining records)."

k. Repeated TDY Travel. Include: "Traveler is authorized to perform (number) round trips each (week, month, year, or during period indicated in item 10b)."

l. Exercises and Maneuvers. If TDY is associated with exercise, maneuver, or other similar activity, the dates of the actual period of the exercise as explained in the exercise plan must be included. For example: "The actual period of (name of maneuver, exercise, etc.) is from (date) to (date)."

m. Travel by Privately Owned Conveyance. If more than one traveler will be in an official travel status traveling in a privately owned conveyance, you must add the names of those persons and show who's driving. For example: "(Name of traveler) will be a passenger in a privately owned conveyance driven by (name of driver) or (name of traveler)

will be accompanied by (name of passenger) in his or her privately owned conveyance." If all or some of the people are listed on the same order, it's easier to asterisk the names, for example, one for the driver and two for the passengers, and explain in item 16. For example: "**driver, **passenger."

n. Registration/Conference Fee. If a fee is required to attend federally or nonfederally sponsored meetings, include: "Registration fee is approved on _____ (date) in the amount of \$_____ which: (a) covers cost of ____ meals and ____ nights lodging at \$_____ per night, (b) covers no meals or lodging. (Authority: JTR Vol. 2, C4708 (Civilian), JFTR Vol. 1, U4535/AFR 30-9 (Military). See AFI 65-601, Volume 1, Paragraph 4-62 for more information on registration fees.

o. Leave Information. Complete when leave is granted for reasons other than to cover excess travel time. Enter the number of days authorized; and when possible, the emergency telephone number; and the address of the

leave point. For civilian employees only enter the number of days authorized. Do not use a TDY order to account for leave taken prior to departure from or after return to the permanent duty station, whether civilian or military.

p. Excess Baggage Authorized Per Person. Authorization for excess baggage, when approved (paragraph 3.3.14.), Include "Excess baggage of pd/pieces authorized."

q. Aero Club Aircraft. Include: "Use of aeroclub aircraft is authorized." This is not a special authorization. (JFTR, Vol 1, U3210 and JTR, Vol 2, C2053)

r. Unique or Specialized Billeting or Messing. When arrangements are made at the TDY location, include as applicable: government quarters, government contract quarters, government mess, government contract mess available at TDY location (see JTR, paragraphs U4125 and C4552).

s. TDY to Military Installations. For travel to military installations, add the following statement: "Per diem is based on the availability of government quarters (military and civilian)and mess (military). For travel to military installations, advance lodging reservations are mandatory to maximize the use of government quarters and efficient use of per diem. Contact the TDY locations's lodging operation to make reservations. If on-base lodging is not available, the lodging office will make reservations in contract quarters or issue a statement of nonavailability." This statement is not necessary on medical inpatient orders.

t. Special Leave. Add: "Member is authorized special leave and space required transportation to the nearest port in the 48 contiguous states and return transportation from the port to the permanent duty station Authority: 1 U.S.C. 705 and AFI 36-3003."

u. Return to Duty Travel. See paragraph 2.7 and figure 2.6 for a sample order using a DD Form 1610.

v. TDY 30 Days or More. When published by the member's unit add: "Report to MPF/DPMUO prior to departure."

w. Promotional Items. On all funded orders add: "Turn in all promotional items, for example gifts, bonus tickets, etc., to the FSO."

x. Charge Card/Travel Advance Statements. See paragraphs 16y through 16ab for guidance. Paragraph 2.1.1.15 contains additional information. If further guidance is needed, contact your local travel pay section in the FSO.

y. Orders approving officials should include a travel advance statement on each order, except permissive TDY and travel at no expense to the government. If the order does not include a travel advance statement, travel advance by FSOs shall not be authorized unless an amended travel order is published. An orders approving

Figure 2.2. Continued.

official in the chain of command of the traveler is responsible to ensure the appropriate travel advance statement is cited. An orders approving official, such as the chief of MPF, not in the chain of command of the traveler can normally rely on the traveler to indicate which travel advance statement is appropriate.

z. When there are multiple travelers listed on the TDY order, designate the applicable travel advance payment statement for each traveler as follows: place the letter identifier, or item number listed on the reverse of the order that identifies the appropriate statement, after the SSAN. For example: Smith, John H., 123-45-6789 (A).

aa. Important Definitions:

(1) Cardholder: Personnel eligible for or who have been issued a government contractor issued travel charge card. Issuance of the charge card is assumed to include a PIN authorization. Eligible personnel are Air Force members in Grades E-7 and above, Department of the Air Force employees GS-9 and above plus WS/WG and non-appropriated fund (NAF) employee equivalents who are likely to travel on official business two or more times a year, and commander-designated frequent travelers of lower grades who are offered a card.

(2) Non-cardholders: Eligible personnel who have declined to apply for or accept the government contractor-issued travel charge card, or whose government contractor-issued travel charge card has been suspended or revoked because of account delinquency.

(3) Ineligible personnel, in addition to those who do not meet the criteria in aa (1), are those eligible personnel who have been denied the card by their commander or supervisor. Also includes eligible personnel who have applied for, but have not received, their government contractor-issued travel charge card as of the effective date of the travel.

(4) ATM cash advance program eligibility limited to those personnel who are eligible for the government contractor-issued travel charge card (see aa (1)).

ab. Travel advance statements to be shown in the travel orders:

(1) Cardholder-If the traveler is a cardholder, the following statement applies: "Advance by FSO is not authorized. Traveler has a government contractor-issued travel charge card and PIN, which shall be used for ATM cash advances for meals and incidental expenses (M&IE) plus miscellaneous expenses". ATM cash withdrawals shall be limited as follows (check appropriate block*): (insert applicable statement(s)).

(a) Meals and incidental expenses of \$18 per day for military members when government meals are available.

(b) Meals and incidental expenses of \$26, \$30, \$34 or \$38 per day, depending upon locality, for civilians and for military members when government meals are not available.

*NOTE: For overseas travel or if a different per diem rate is imposed, please contact the finance services office to obtain TDY per diem information before checking/completing the appropriate block in statement 1 and 2.

(2) Cardholder-When specific item/s cannot be charged, i.e. registration fee, quarters, etc. In addition to the statement in aa(1), add: "Travel card cannot be used to charge (insert item). Advance from FSO limited to actual or estimated cost of specified item."

(3) When the traveler meets one of the following conditions:

(a) Has card/PIN, but circumstances preclude use of both charge and ATM cash advance features

(b) Is ineligible for card

(c) Has applied for, but not received card/PIN.

The following statement applies: "Traveler advance by FSO is approved. Limit advance to 80% of all authorized and allowable expenses."

(4) FSO travel advance payment cannot exceed 45 days of authorized and allowable expenses, except when the orders approving official authorizes, in the order, an advance of expenses for a longer period of time as warranted by the nature of the travel. For example: Traveler will be TDY 60 days to a location where travel pay service will not be available, and there is neither an ATM, mail service or check cashing facility available and the government contractor-issued travel charge card cannot be used. The orders approving official may authorize an FSO travel advance of up to 60 days. In addition to the statement in aa(3), the following statement will be shown in orders: "Traveler authorized to receive a travel advance payment for XX days."

(5) To aid travelers in use of the government contractor-issued travel charge/ATM card, the following statement should be placed in orders: "Assistance with charge/ATM card can be obtained by calling these toll free numbers: 1 (800) 492-4922, for customer service and 1 (800) "CASH NOW" for ATM locator service."

Item 17-(Requesting Official). You may use this item when required by command or local instruction.

Item 18-(Approving Official (Type Grade and Title), and Signature). If item 17 is not used for a requesting official,

the name, grade, and title may be put there and the signature in item 18.

Item 19-(Accounting Citation.)

a. Unit Information. To the left and directly under the words "Accounting Citation." enter the designation and location of the publishing headquarters. DO NOT include accounting citations on permissive TDY orders or transportation authorizations. The accounting citation, Customer Identification Code (CIC) number (for travel to, within, or from an overseas area), and distribution will be placed in the remaining space of this block.

b. Accounting Classifications. Enter the accounting classification that is being used to fund the travel, normally from the publishing unit, unless authority has been granted to use the funds of another unit. When using the funds of another unit a copy of the authority should be provided to the FSO when processing travel orders. A designated official must initial to indicate authenticity and accuracy of the fund citation. Also, those travel requests not funded by AF Form 616, Fund Cite Authorization (FCA) or AF Form 402, Obligation Authority or Suballotment, must contain the signature of the official certifying fund availability. When you cite multiple funds, include the TDY location to which they apply in parenthesis following the fund cite. If there is not enough space for the accounting classification (or classifications) and accompanying instructions (if

required), enter "See Reverse," and enter the information on a separate sheet of bond paper. Also enter the CIC when travel will be performed by scheduled AMC aircraft. When travel is chargeable directly or indirectly to a Foreign Military Sales (FMS) case or FMS administrative surcharge money, include one of the following statements after fund citation. "FMS Case (number)" or "FMS surcharge."

c. Travel Involving Two Fiscal Years. Orders published before 1 October including travel entitlements to be earned in the next FY must cite both the current and the next FY appropriations. This allows a traveler to be paid a travel advance (if so authorized) and to arrange for transportation. The FSO certifies the current year funds only, and validates the accounting classification for the next FY. A qualifying statement concerning fund availability for the next FY is not required. After the start of the new FY, determine if funds are available and record the obligation. If funds are not available and travel has not begun, act to have TDY order revoked.

Item 20-(Order Authorizing Official). (May be signed or the official seal may be used.) On computer generated orders the word "official" may be used in lieu of a seal or signature. The order authorizing official and the fund certifying official should not be the same individual. Completing this block is not required if block 18 is signed.

Figure 2.2. Continued.

(THIS FORM IS SUBJECT TO THE PRIVACY ACT OF 1974 - USE BLANKET PAS - AF FORM 11.)

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (Reference: Joint Travel Regulations) Travel Authorized as Indicated in Items 2 through 21.						1. DATE OF REQUEST 30 Jun 94	
REQUEST FOR OFFICIAL TRAVEL							
2. NAME (Last, First, Middle Initial) AND SSAN TWINKLE, DAISY MAE				3. POSITION TITLE AND GRADE OR RATING COLONEL			
4. OFFICIAL STATION Langley AFB VA				5. ORGANIZATIONAL ELEMENT HQ ACC/FM		6. PHONE NO. 574-4444	
7. TYPE OF ORDERS BLANKET		8. SECURITY CLEARANCE TOP SECRET		9. PURPOSE OF TDY Provide assistance and oversight of financial management activities within Air Combat Command. (Site Visit)			
10a. APPROX. NO. OF DAYS OF TDY (Including travel time)		b. PROCEED O/A (Date) NET 1 Oct 94 NLT 30 Sep 95					
11. ITINERARY <input type="checkbox"/> VARIATION AUTHORIZED FROM: Langley AFB, VA TO: Will proceed at such times as may be necessary to Air Combat Command activities within the continental United States RETURN TO: Langley AFB, VA							
MODE OF TRANSPORTATION							
COMMERCIAL				GOVERNMENT		PRIVATELY OWNED CONVEYANCE (Check one)	
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	RATE PER MILE:
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)				<input type="checkbox"/> MORE ADVANTAGEOUS TO GOVERNMENT MILEAGE REIMBURSEMENT AND PER DIEM LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION AND RELATED PER DIEM AS DETERMINED IN JTR. TRAVEL TIME LIMITED AS INDICATED IN JTR.			
13. <input checked="" type="checkbox"/> PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR. <input type="checkbox"/> OTHER RATE OF PER DIEM (Specify)							
ESTIMATED COST						15. ADVANCE AUTHORIZED	
PER DIEM		TRAVEL		OTHER			
\$		\$		\$		\$	
16. REMARKS (Use this space for special requirements, leave, superior or 1st-class accommodations, excess baggage, registration fees, etc.) (Prior to travel overseas comply with the Foreign Clearance Guide for passport, immunization, and clearance requirements. Attach receipts showing cost of all lodgings used during the period of this claim. SUBMIT TRAVEL VOUCHER WITHIN 5 WORKDAYS AFTER COMPLETION OF TRAVEL.) Travel in connection with meetings per AFR 30-9 is not authorized by this order unless amended or endorsed according to AFR 30-9. Turn in all promotional items, for example gifts, bonus tickets, etc., to the FSO. Since your per diem is based on the availability of billeting and mess, when TDY to military installations, contact the base billeting officer to see if they are available. Auth; AFR 36-20.							
17. REQUESTING OFFICIAL (Title and signature)				18. APPROVING OFFICIAL (Title and signature) Mc Haggard, MAJ Gen, USAF Chief of Staff			
AUTHORIZATION							
19. ACCOUNTING CITATION DEPARTMENT OF THE AIR FORCE HQ AIR COMBAT COMMAND Langley AFB, VA 23665-5583				XXXXXXX XXX XXXX XXXXXX XX XXXXX XXXXX XXXXXX CERTIFYING OFFICIAL: DIST: G YB Rich			
20. ORDER AUTHORIZING OFFICIAL (Title and signature) OR AUTHENTICATION						21. DATE ISSUED 30 Jun 94	
						22. TRAVEL ORDER NUMBER TA-850	

DD FORM 1610, JUN 67 (EF) (PerFORM PRO) REPLACES AF FORM 626, JUN 76, WHICH IS OBSOLETE.

Figure 2.3. Sample Blanket Order.

INSTRUCTIONS FOR BLANKET ORDERS

Blanket orders differ from other orders because they can be used over and over again for an extended period. They are intended for people whose official duties require frequent travel with little advance notice. Below are some differences from routine orders.

Item 9. This is the purpose for which this order was approved. If the traveler goes TDY for a purpose other than that indicated, a separate one-time routine order must be issued. For example, Colonel Twinkle is selected to sit on a promotion board at Randolph AFB. Since this travel does not relate to normal Air Combat Command activities, a separate order must be prepared. When selecting the type and category of travel, select the ones that best fit the majority of the trips likely to be taken.

Item 10a. This item is left blank.

Item 10b. Instead of a single date like on a routine TDY order, put in the note earlier than (NET) and the not later than (NLT) dates. This represents the period the order can be used. You can make the order good for any period

of time, for example, a month, a quarter, etc., as long as it doesn't run into the next fiscal year (FY).

Item 11. Variations are never allowed on a blanket order. In the "TO" portion of the itinerary specify the geographic limitations where travel is authorized. These limitations should agree with the places to be visited by the travelers.

Item 12. Usually this item will be blank unless only one mode will satisfy all the trips that will be taken. Never mark the block for more advantageous to the government as it would be a special authorization and must be added by indorsement.

Item 16. In general, except for the first statement in this order, put in the same information as in routine orders. One difference is that if the traveler will procure his or her own transportation or will use a POC as not more advantageous to the government, the cost provided by the TMO for commercial transportation has to be added by indorsement. Also, the billeting and mess statement may vary since some of the trips may be to other than military installations.

SUGGESTED REVERSE OF BLANKET TRAVEL ORDER

(NOTE: Only items indicated in the remarks (16) of the order apply.)

1. Before traveling, comply with the foreign clearance guide for clearance, passport, and immunization requirements.

2. Member is cleared for access to classified material up to and including (a) SECRET (b) TOP SECRET.

3. Within overseas area of TDY, travel by military and commercial aircraft, commercial rail, and bus is authorized.

4. Before traveling outside CONUS by AMC scheduled aircraft, include in these orders a statement that the member will report to APOE NLT 1 1/2 hours before scheduled departure time, flight number, departure time AMD assigned by the proper traffic management office. Get the AMD for return from overseas from the local priority issuing agency.

5. Each of the following is authorized when this order is indorsed for a specific trip by an authorized official, making the specific authorization(s) applicable:

a. Travel by privately owned conveyance authorized (TPA). This mode of transportation has been determined more advantageous to the government.

b. Hire of special conveyance (as specified in the indorsement) for use within area of temporary duty station has been determined more advantageous to the government.

6. The following statement should be used when order is indorsed for a specific trip by an authorized official after it has been approved by the Secretary of the Air Force: "Travel is authorized by first class commercial air during the period (dates) per approval of Secretary of the Air Force (date approved)."

Figure 2.3. Continued.

based upon an exception. For example, when circumstances of a specific trip negate the use of the government contractor-issued travel charge card and require the traveler to obtain a travel advance from the FSO. In this instance, the blanket travel order must be endorsed with the appropriate travel advance payment statement prescribed by Figure 2.2, Item 16y.

2.4. Repeated Temporary Duty (TDY) Orders.

Repeated TDY orders allow any necessary number of separate round trips from the permanent duty station (to and from), or between specified locations. Each separate journey may require stopover for duty at one or more places before returning to the permanent duty station. Travel must not be solely between place of duty and place of lodging.

2.4.1. Special Instructions. "Specified locations" means the TDY locations must be listed in the order in which they are to be visited. Do not authorize variations in itinerary in repeated TDY orders. If the number of trips for a period will be exceeded, amend the repeated order or publish separate orders for the excess trips. Repeated TDY orders do not expire on return to permanent duty station, but continue in effect until expiration or rescission. Repeated TDY orders are only effective during one fiscal year and will not be used for any one trip in excess of 179 days. If a trip goes into a new fiscal year, publish a second order to cover that portion. They may be indorsed as described in paragraph 2.5. If repeated orders are required for the same people in the next fiscal year, publish new orders. The fund approving official must initial the request for orders, indicating that funds are available and the accounting classification code is accurate. No funding codes are used on repeated transportation authorizations even when they are for space required nonreimbursable travel.

2.4.2. Authority for Publication. Repeated TDY orders may be published by any commander authorized to publish travel orders. These orders require the same general information prescribed in figure 2.2. In addition, include the effective and expiration dates of the order, and specify the number of round trip journeys that may be taken. See figure 2.4. for a sample repeated travel order.

2.5. Indorsed Orders. Except as provided in paragraph 2.3.3 for blanket temporary duty orders, do not indorse blanket or repeated travel orders for other purposes: for example, to direct further travel, authorize additional expenditure of funds, or to change strength accountability.

2.5.1. Who May Indorse. Orders must be indorsed by the orders' issuing or approving official who issued the original order, or a lower echelon when authorized by a higher headquarters (for example, OSI district offices). Commanders of aeromedical staging units may indorse patient travel orders when the change is directed by the

Armed Services Medical Regulating Officer (ASMRO).

Copies of the indorsement must be furnished the originator of the order, the organization of original destination, and the gaining medical facility.

2.5.2. How To Indorse. You should indorse composed orders below the body or on the reverse if space is not available. Do form orders on the reverse if space is not available. Do form orders on the reverse if possible or use a separate page. When an indorsement is typed on the reverse or on a separate page, identify the order being indorsed as shown in the example below and address it to the traveler.

2.5.3. Distribution of Indorsements. You should distribute three copies of a blanket travel order to the traveler and one copy to the orders' issuing or approving official.

2.5.4. Example:

SO TA-179, 437 ABG, Charleston AFB, SC 01 Jun 93
Indorsement to Orders:

TO: COL GEORGE GARRETT, 123-46-6789

Travel is authorized by first class commercial air during the period 12 through 20 July 93 per approval of Secretary of the Air Force, 31 May 93. Justification for determining this special authorization is maintained in 437 MAW/DO.

FOR THE COMMANDER

JAMES A. ROSS, Major, USAF

Exec. Dir of Plans

DCS, Operations

2.6 Permissive or No Expense to Government Orders.

Permissive orders allow members to be away from their permanent duty station without being charged leave. There is no reimbursement for travel. Most permissive travel for military members will be done on AF Form 988, Leave Request/Authorization per AFM 177-373, volume 11, chapter 7. However, in some cases, a DD Form 1610 or a composed order is used. To determine if a travel order must be used see AFR 35-26 (AFI 36-3003), JFTR, volume 1, U7650 and DOD Regulation 4515.13, chapter 4.

2.6.1. Operation Bootstrap TDY. See AFR 213-1 (AFI 36-2306). For Bootstrap, permissive in conjunction with PCS or TDY, or travel involving reimbursement from a nonappropriated fund, continue to use the DD Form 1610. Include the same general information as any TDY, except you must specify the number of days, including travel time. Include the following statements in orders: "Submit a no-pay travel voucher within 5 workdays after completion of travel"; "Travel permitted by this order does not entitle traveler to expenses or travel or per diem"; "Individual is on authorized absence from duty traveling at personal expense and eligible for military furlough fare discounts"; "Absence in excess to number of days

(THIS FORM IS SUBJECT TO THE PRIVACY ACT OF 1974 - USE BLANKET PAS - AF FORM 11.)

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (Reference: Joint Travel Regulations) Travel Authorized as Indicated in Items 2 through 21.						1. DATE OF REQUEST 30 Jun 93	
REQUEST FOR OFFICIAL TRAVEL							
2. NAME (Last, First, Middle Initial) AND SSAN ASHLEY, JOHN L. 123-45-6789				3. POSITION TITLE AND GRADE OR RATING STAFF SERGEANT			
4. OFFICIAL STATION OSAN AB, KOREA				5. ORGANIZATIONAL ELEMENT 51 COMPW/MA		6. PHONE NO. 4671	
7. TYPE OF ORDERS REPEATED		8. SECURITY CLEARANCE SECRET		9. PURPOSE OF TDY To perform maintenance on computers (Site Visit)			
10a. APPROX. NO. OF DAYS OF TDY (Including travel time)		b. PROCEED O/A (Date) NET 25 Apr 94 NLT 30 Sep 95					
11. ITINERARY <input type="checkbox"/> VARIATION AUTHORIZED FROM: OSAN AB, KOREA TO: KUNSAN AB, KOREA RETURN TO: OSAN AB, KOREA							
12. MODE OF TRANSPORTATION							
COMMERCIAL				GOVERNMENT		PRIVATELY OWNED CONVEYANCE (Check one)	
RAIL	AIR	BUS	SHIP	AIR	VEHICLE X	SHIP	RATE PER MILE:
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)				<input type="checkbox"/> MORE ADVANTAGEOUS TO GOVERNMENT MILEAGE REIMBURSEMENT AND PER DIEM LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION AND RELATED PER DIEM AS DETERMINED IN JTR. TRAVEL TIME LIMITED AS INDICATED IN JTR.			
13. <input checked="" type="checkbox"/> PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR. <input type="checkbox"/> OTHER RATE OF PER DIEM (Specify)							
14. ESTIMATED COST							15. ADVANCE AUTHORIZED
PER DIEM \$ 300.00	TRAVEL \$		OTHER \$ 100.00		TOTAL \$ 400.00		
16. REMARKS (Use this space for special requirements, leave, superior or 1st-class accommodations, excess baggage, registration fees, etc.) (Prior to travel overseas comply with the Foreign Clearance Guide for passport, immunization, and clearance requirements. Attach receipts showing cost of all lodgings used during the period of this claim. SUBMIT TRAVEL VOUCHER WITHIN 5 WORKDAYS AFTER COMPLETION OF TRAVEL.) Traveler is authorized to perform 3 round trips each month. since your per diem is based on the availability of billeting and mess, contact the base billeting officer to see if they are available. You must pay the surcharge at military dining facilities. Turn in all promotional items, for example gifts, bonus tickets, etc., to the FSO. Auth: AFR 39-11.							
17. REQUESTING OFFICIAL (Title and signature)				18. APPROVING OFFICIAL (Title and signature) <i>Norsey Triplett</i> , Colonel, USAF Chief of Maintenance			
AUTHORIZATION							
19. ACCOUNTING CITATION DEPARTMENT OF THE AIR FORCE 51 COMPW (PACAF) APO SAN FRANCISCO 96570-5000				xxxxxxxx xxx xxxx xxxxxx xx xxxxx xxxxx xxxxx CERTIFYING OFFICIAL DIST: A <i>MLBany</i>			
20. ORDER AUTHORIZING OFFICIAL (Title and signature) OR AUTHENTICATION						21. DATE ISSUED 30 Jun 94	
						22. TRAVEL ORDER NUMBER TB-1234	

DD FORM 1610, JUN 67 (EF) (PerFORM PRO) REPLACES AF FORM 626, JUN 76, WHICH IS OBSOLETE.

Figure 2.4. Sample Repeated TDY Order.

INSTRUCTIONS FOR PREPARATION OF A REPEATED TDY ORDER

Follow the general guidelines in figure 2.2 with these exceptions:

Item 7. Enter in capital letters "REPEATED."

Item 10a. Leave blank

Item 10b. Indicate inclusive dates as shown.

Item 11. Itinerary:

a. (Variation Authorized). Don't authorize variations.

b. (Itinerary-To). Enter the word "TO." Show only specific locations where TDY will be performed on each and every trip.

Item 14. Estimate based on number of trips authorized.

Item 16. Include: "Traveler is authorized to perform (number)round trips each (week, month, year, or during period indicated in item 10b)." Include the required statements for any routine TDY order that apply.

Figure 2.4. Continued.

authorized is chargeable to leave". Include the opening and closing of the term (or terms) involved. Furnish a copy of the orders to the proper FSO. See sample permissive order at figure 2.5.

2.6.2. Permissive Orders - Military Personnel. Authority AFI 36-3003 (JFTR, Volume I, paragraph U7650). Military personnel traveling on permissive TDY orders are permitted space available travel by Department of Defense (DOD)-owned or controlled aircraft. See DOD Regulation 4515.13, chap 4.

NOTE: Permissive TDY for house-hunting terminates upon acceptance of housing and further absence from duty will be charged as leave.

2.6.3. Travel at No Expense to Government-Civilian Personnel. Authority JTR, volume 2, C6250. When an employee agrees to pay his or her own expense, if travel at government expense is not authorized, for attendance at a meeting of a technical, professional, scientific, or other similar organization and it has been determined that the employee will be in a duty status, issue a permissive temporary duty order. The order must state that travel is at the employee's request.

2.6.4. When Order Not Used. The traveler's supervisor or competent authority must verify the traveler's signed statement that the travel was not performed. Send the statement and a copy of the order to the proper FSO. There is no need to revoke the order since funds are not involved.

2.6.5. Travel by POV. This mode may be authorized as a convenience to the traveler if it will not increase the total cost to the government. An example would be a member traveling to a permissive TDY station (in a nonpay travel status) during a time in which he or she would not usually be scheduled for duty.

2.7. NATO Travel Orders. These orders are to be used only for military personnel movement, their personal

baggage, individual weapons, and official documents. Use AF Form 1631, NATO Travel Order, or a composed order. The following instructions carry out NATO Standardization Agreement 2026:

2.7.1. Requirement. All military personnel, except attache and advisory group-mission personnel, must have (in addition to PCS or TDY orders) a NATO travel order (figure 2.6.) when traveling from one NATO country to one or more other NATO countries. NATO countries are: Belgium, Canada, Denmark, Federal Republic of Germany, France, Greece, Iceland, Italy, Luxembourg, Norway, Portugal, the Netherlands, Spain, Turkey, the United Kingdom, and the United States.

2.7.2. Special Instructions. The NATO travel order must be printed in English and French. Include additional languages if required under national agreements. You may print it on the reverse of the basic order if practical.

2.7.2.1. The NATO travel order should be used for both individual and group travel. If more than one person is traveling, list them by rank, name, SSN, and unit on the face or reverse of the order or on a separate sheet of paper.

2.7.2.2. The NATO travel order is numbered with the same number as the individual's basic travel order. Give one or more copies to the traveler. You need not make more copies for file, record, or other purposes, unless the major command requires it.

2.7.2.3. You must complete paragraphs 1 and 2 of these orders. Only use paragraphs 3 and 4 when necessary.

2.7.2.4. You may reproduce and fill them in as required.

2.7.2.5. When frequent travel is required, you may publish the NATO travel order for a period corresponding to a basic blanket or repeated order.

2.7.2.6. NATO travel orders will be prepared when the destination is classified. A destination will not be shown in item #2 of the basic order.

(THIS FORM IS SUBJECT TO THE PRIVACY ACT OF 1974 - USE BLANKET PAS - AF FORM 11.)

REQUEST AND AUTHORIZATION FOR TDY TRAVEL OF DOD PERSONNEL (Reference: Joint Travel Regulations) Travel Authorized as Indicated in Items 2 through 21.						1. DATE OF REQUEST 15 Jun 94	
REQUEST FOR OFFICIAL TRAVEL							
2. NAME (Last, First, Middle Initial) AND SSAN BROWN, JOHN J. 123-45-6789				3. POSITION TITLE AND GRADE OR RATING TSGT			
4. OFFICIAL STATION Langley AFB, VA				5. ORGANIZATIONAL ELEMENT 1 Sup Sq/CCF		6. PHONE NO. 7841	
7. TYPE OF ORDERS PERMISSIVE		8. SECURITY CLEARANCE N/A		9. PURPOSE OF TDY To participate in USAF small games tournament worldwide competition.			
10a. APPROX. NO. OF DAYS OF TDY (Including travel time) 10		b. PROCEED O/A (Date) 20 Jun 94					
11. ITINERARY <input type="checkbox"/> VARIATION AUTHORIZED FROM: Langley AFB, VA TO: Offutt AFB, NE RETURN TO: Langley AFB, VA							
MODE OF TRANSPORTATION							
COMMERCIAL				GOVERNMENT		PRIVATELY OWNED CONVEYANCE (Check one)	
RAIL	AIR	BUS	SHIP	AIR	VEHICLE	SHIP	RATE PER MILE:
<input type="checkbox"/> AS DETERMINED BY APPROPRIATE TRANSPORTATION OFFICER (Overseas Travel only)				<input type="checkbox"/> MORE ADVANTAGEOUS TO GOVERNMENT MILEAGE REIMBURSEMENT AND PER DIEM LIMITED TO CONSTRUCTIVE COST OF COMMON CARRIER TRANSPORTATION AND RELATED PER DIEM AS DETERMINED IN JTR. TRAVEL TIME LIMITED AS INDICATED IN JTR.			
13. <input type="checkbox"/> PER DIEM AUTHORIZED IN ACCORDANCE WITH JTR. <input type="checkbox"/> OTHER RATE OF PER DIEM (Specify)							
ESTIMATED COST							15. ADVANCE AUTHORIZED
PER DIEM		TRAVEL		OTHER		TOTAL	
\$		\$		\$		\$	
16. REMARKS (Use this space for special requirements, leave, superior or 1st-class accommodations, excess baggage, registration fees, etc.) (Prior to travel overseas comply with the Foreign Clearance Guide for passport, immunization, and clearance requirements. Attach receipts showing cost of all lodgings used during the period of this claim. SUBMIT TRAVEL VOUCHER WITHIN 5 WORKDAYS AFTER COMPLETION OF TRAVEL.) Submit a no-pay travel voucher within 5 workdays after completion of travel. Travel permitted by this order does not entitle traveler to expenses of travel or per diem. Individual is on authorized absence from duty traveling at personal expense and eligible for military furlough fare discounts. Absence excess to number of days authorized is chargeable to leave. Auth: AFR 35-26.							
17. REQUESTING OFFICIAL (Title and signature)				18. APPROVING OFFICIAL (Title and signature) RC Rodle Commander, 1 Sup Sq			
AUTHORIZATION							
19. ACCOUNTING CITATION DEPARTMENT OF THE AIR FORCE 1 Sup Sq (ACC) LANGLEY AFB, VA 23665-5000				NO FUNDS INVOLVED DIST: TA			
20. ORDER AUTHORIZING OFFICIAL (Title and signature) OR AUTHENTICATION						21. DATE ISSUED 15 Jun 94	
						22. TRAVEL ORDER NUMBER TA-1258	

DD FORM 1610, JUN 67 (EF) (PerFORM PRO) REPLACES AF FORM 626, JUN 76, WHICH IS OBSOLETE.

Figure 2.5. Sample Permissive TDY Order.

INSTRUCTIONS FOR PREPARING A PERMISSIVE TDY ORDER

Follow the general guidance in figure 2.2 with these exceptions:

Item 7. Enter in capital letters "PERMISSIVE." This term can be used for civilian employees traveling at no expense to the government (see paragraph 2.6.3).

Item 8. Enter "NA."

Item 9. Don't enter the type or category of travel.

Item 10a. Show specific number of days including travel time. Cross out the word "approximate."

Item 11. Don't authorize variations.

Items 12 through 15. Leave blank.

Item 16:

a. Authority. Enter AFI 36-3003 for military; JTR, volume 2, paragraph C6250, for civilians.

b. Permissive TDY. Include the following statements in orders: "Submit a no pay travel voucher within 5 workdays after completion of travel; travel permitted by this order does not entitle traveler to expenses of travel or per diem. Individual is on authorized absence from duty and eligible for military furlough fare discounts. Absence excess to number of days authorized is chargeable to leave."

c. House Hunting Trip. Add: "Pursuant to AFR 90-1, you will report to the Base Housing Referral Office servicing your new duty station before entering into any rental, lease, or purchase agreement for off-base housing."

Item 19. (ACCOUNTING CITATIONS). Don't include an accounting citation on permissive TDY orders. Place the distribution in the remaining space in this block. Also note that "TDN" was left off because this travel isn't necessary, but merely being permitted.

Figure 2.5 Continued.

(Letterhead of organization issuing the NATO travel order)	
NATO TRAVEL ORDER/ORDRE DE MISSION OTAN	
COUNTRY OF ORIGIN: PAYS DE PROVENANCE:	ORDER NUMBER: <u>(Enter the TDY order no)</u> NUMÉRO DE SÉRIE:
1. The bearer (and group as shown hereon or on attached list) Le porteur (et personnel porté ci-dessus ou sur la liste jointe) _____ _____ _____	
Grade or, rank/Grade, Name/Nom, and Social Security Number/No Mle _____	
2. Will travel from <u>(Enter countries only)</u> to _____ Fera mouvement de _____ a _____ via _____ Date of Departure _____ via _____ Date du départ _____	
Expected date of return _____ Date probable de retour _____	
3. Authority (is) (is not) granted to possess and carry arms. Autorisation de port d'armes (accordée) (non accordée). 4. The person named in paragraph 1 is authorized to carry _____ La personne indiquée au paragraphe 1 est autorisée a porter _____	
sealed dispatches, containing only official documents, numbered _____ plis scellés, ne contiennent que des documents officiels, numérotés _____	
5. I hereby certify that this individual/group is/are member(s) of a Force as defined in the NATO Status of Forces Agreement, and that this is an authorized move under the terms of this agreement. Je soussigné certifie que la personnel visé appartient a une armée telle que définie dans l'Accord OTAN sur le statut des Forces armées et que ce déplacement est officiel selon les termes de cet Accord.	
6. This travel order is to be produced to civil and military authorities on request. Cet ordre de mission devra être présenté sur demande des autorités civiles et militaires.	
* Delete words that do no apply	
_____ OFFICER AUTHORIZING MOVEMENT OFFICIER AUTORISANT LE MOUVEMENT	_____ DATE OF ISSUE DATE DE L'AUTORISATION

AF FORM 1631, AUG 86 (EF)

NATO TRAVEL ORDER

Figure 2.6. Sample NATO Travel Order.

Chapter 3

GENERAL GUIDANCE

3.1. Separate Orders Involving Travel. When a single Responsibility Center or Cost Center (RC/CC) number applies to a group of individuals traveling on TDY, include the number in the accounting classification. If a single RC/CC number does not apply, prepare a separate order for each person, or place the number after each name, for example: "MAJ W J SMITH, 000-00-0000). RC/CC 100314." Indicate the omission of the RC/CC number in the accounting classification by using brackets, for example, "57*3400 30* 4312 (xxxxxx) 408 409 503700." and include a statement in the body of the composed orders, or in the "Remarks" item of form orders "RC/CC number is indicated after each traveler's name."

3.2. Special Authorizations. A special authorization is something that adds to the cost of normal travel and should only be requested when needed to accomplish the mission. When travel cannot be made by normal transportation modes, or when special authorizations are required to carry out travel, comply with the restrictions in the following paragraphs.

3.2.1. Statement for Orders. To indicate the special authorization(s) desired and that a cost analysis has been accomplished, the following statement must be included in the "remarks" section of the order: "Special authorization(s) for (rental cars, use of privately owned conveyance, excess baggage, etc.) is/are required for mission accomplishment. The cost of the special authorization(s) has been reviewed and is justified as more advantageous to the government or necessary for mission accomplishment". The orders issuing/approval official's or commander's signature in the approving official section of the order indicates actual approval of the special authorization.

3.2.2. Coordination Prior to Approval. The traveler or project officer should coordinate the special authorization request with the orders issuing/approving official before order preparation. A verbal or other informal approval should be obtained before the order is finalized. Procedures for this will be at the discretion of the orders issuing/approving official. Formal approval of the special authorization is indicated by the signature of the orders issuing/approval official in the appropriate section of the travel order.

3.2.3. Justifications. Justifications for special authorizations must be based on advantage to the government. Convenience to the traveler is never a reason for approving a special authorization. Factors to be considered in determining if special authorizations are

an advantage to the government, include but are not limited to:

- Requirements of the mission assignment.
- Availability of all types of transportation modes and the effect on productive time related to the travel time involved.
- Need to transport additional personal baggage, tools, or equipment.
- Location of places of temporary duty in relation to the location of lodgings and meal facilities and the availability of transportation between these points.
- Total cost to the government (includes costs of per diem, lost work time, salary of civilian employees, and actual transportation).
- Duty locality in relation to traffic conditions, routing, and weather.
- Overall cost advantage when there are accompanying passengers under official travel orders in the same privately owned conveyance.
- Any formal documentation (letters, messages, etc.) used to justify a special authorization is considered background material and should be maintained and disposed of according to AFI 37-128.
- If a special authorization does not apply to all the travelers on an order, the order must state to whom it applies.

3.2.3.1. Special authorizations must not be included on orders citing TDY to school funds without prior approval from HQ AETC or AFIT as applicable. Request for special authorizations must be submitted AFCAT 36-2223.

3.3. Nonutilization of Government Facilities:

3.3.1. MAJCOM Supplements. Major Command supplements to this regulation may include specific circumstances where commanders may issue adverse effect statements covering duty requirements that do not permit use of government facilities.

3.3.2. Nonuse of Government Facilities. Before orders are published, the traveler or project officer must request and obtain approval for nonuse of government facilities.

3.3.3. Authorizing Officials. The wing or group commander may authorize nonutilization of government facilities, in individual cases, when conditions justify it, but the commander at the TDY location does not agree to issue an impracticability statement. This authority must be issued with care. Letter request must cite this subparagraph and also state the impracticability condition as shown in AFR 177-103. If known in advance of the temporary duty (TDY), the authorization should be

included in the TDY order using the statement in 3.3.5 below.

3.3.4. Statement of Adverse Effect - Use of Government Facilities. AF Form 2282, Statement of Adverse Effect-Use of Government Facilities, is used for after-the-fact approvals. If, for example, a traveler finds government facilities cannot be used without adversely affecting the mission, AF Form 2282 must be used. AF Form 2282 is reviewed and signed by the traveler's squadron commander or designated representative. For exercises, the exercise commander (or equivalent, such as team leader) is authorized to sign as the reviewing official. Reviewing official's signature must be obtained prior to forwarding to the orders issuing or approving official. For FSO documentation requirements on the use of AF Form 2282 as a basis for payment of increased per diem, see AFR 177-103. You should retain one copy of AF Form 2282 as background material.

3.3.5. Nonutilization Statement. Nonutilization of Available Government Quarters or Messing Facilities (JTR, Paragraph U4400 and C1055). If it is known in advance that use of government quarters or messing facilities would adversely affect mission performance, use the following statement in the TDY order: "Use of available (government quarters) (government mess) (open mess) will adversely affect (the mission) (performance of duties) (at____), or (for the period____)." If unique or specialized billeting or messing requirements exist, orders will include a statement to that effect.

3.3.6. Air Education and Training Command Fund Citations. These commands authorize other organizations to cite their funds in orders. This covers only normal travel and per diem allowances. If special authorizations are needed, the orders issuing or approving official must get the required approval before putting them in the order. (See 3.2.3.1)

3.3.7. Special Conveyances AFI 24-101:

3.3.7.1. Motor vehicle. When a motor vehicle is rented for the exclusive use of one or more persons, it is a special conveyance. It is necessary to select the rental service that permits the mission to be carried out at lowest overall cost. Traffic management officers (TMO), Commercial Travel Office (CTO) or Scheduled Airline Traffic Offices (SATO) will make arrangements for travelers. See AFI 24-101 for procedures.

3.3.7.2. Statements for Authorizing Special Authorizations in Orders. Special authorizations must be authorized in the TDY order. Following are examples of statements that are used:

- "Hire of special conveyance for use within area of TDY station authorized as more advantageous to the government."
- "Hire of special conveyance authorized as more advantageous to the government." Use this statement when use is not restricted to the area of the TDY station; for example, it is in a remote area

where adequate common carrier transportation is not available.

- When variations in itinerary are authorized or there's more than one TDY point, indicate the actual location (or locations) where special conveyance will be used. For example: "Hire of special conveyance within area of (location of TDY) authorized as more advantageous to the government."

3.3.7.3. Orders issuing/approving official should ensure traveler is briefed on specific guidance concerning rental vehicles (see AFI 24-101).

3.3.8. Fly-It-Yourself Aircraft. Fly-it-yourself aircraft must be authorized in orders as a special conveyance. Persons who use fly-it-yourself aircraft for personal convenience need not have special conveyance authorized in orders.

3.3.8.1. In orders for fly-it-yourself aircraft if a special conveyance is to be hired, include: "Hire of fly-it-yourself aircraft as a special conveyance is authorized between_____ and _____ as more advantageous to the government."

3.3.8.2. Include in the order "Contact your TMO who is required to arrange for the hire of fly-it-yourself aircraft." (JFTR, volume I, paragraph U3415B, and JTR volume 2, paragraph C2102.2).

NOTE: Orders approving officials do not authorize private aircraft to carry passengers, unless the pilot has a commercial pilot's license (AFI 24-101) or a private pilot's license and are also instrument rated. This requirement does not apply to Aero Club aircraft.

3.3.9. Extra Fare Train (AFM 75-2). Statement for orders: "Travel is authorized by extra fare train."

3.3.10. Privately Owned Conveyance (Including Privately Owned Aircraft) Advantageous to the Government (JFTR paragraph U3305 and JTR Vol 2 paragraph C2151). Statement for orders: "POC. This mode has been determined more advantageous."

3.3.11. First Class Air Accommodations (JFTR, Volume I para U3125 and JTR, Volume 2, para C2204).

Statement for orders: "Travel is authorized by first class commercial air per approval of Secretary of the Air Force."

NOTE: When first class evening fares do not cost more than normal day coach fares, they do not require a special authorization.

3.3.12. Commercial Air to and From CONUS (AFI 24-101). Statement for orders: "Travel is authorized by commercial air per approval of____." Also see 3.3.12 below when transoceanic travel is involved.

3.3.13. Travel Within and Around Duty Station (JTR, Paragraph U3500 and C2400). Statement for orders: "Reimbursement of transportation expenses necessarily incurred in the conduct of official business in and around a temporary duty station is authorized."

3.3.14. **Excess Accompanied Baggage Allowance Authorization in Travel Orders.**

3.3.14.1. When excess accompanied baggage allowance has been approved, include in travel orders: "____ pieces excess accompanied baggage authorized according to AFI 24-101."

3.3.14.2. To authorize excess accompanied baggage for dependents traveling by AMC aircraft, include: "____ pieces excess accompanied baggage authorized dependent or each dependent, as appropriate, according to AFR 75-8, volume 1 (AFI 24-101)." For travel by AMC aircraft, the excess accompanied baggage must be stated only in pieces. For travel by commercial air, the excess accompanied baggage must be stated in terms of pounds and pieces, depending on the carrier's allowance as determined by the TMO. (See AFI 24-101). For travel by other modes, see AFI 24-101.

(Exception: The above statement is preprinted on AF Form 1292 and 1293; for contractor PCS and TDY orders respectively, therefore, include "number of pieces" in space provided.)

3.3.15 **Shipment of Household Goods (HHG) Under Military TDY Orders.** When shipment of HHG are authorized IAW JFTR, Vol 1, paragraph U4705, the orders must include a statement of authorization.

3.3.16. **Personally Procured Transoceanic Travel.** If travelers personally arrange and pay for transoceanic travel, they may not be reimbursed unless it is authorized in their TDY or PCS orders. A special authorization must be approved. The "letter request" will first be routed through the TMO and be approved by the director of personnel or deputy. Approval authority will not be further delegated. State on the orders: "Traveler authorized to personally procure transoceanic transportation."

3.4. Variations in Itinerary. This permits omission of travel to a place (or places) stated in a travel order; changes in the order of travel to places shown; and travel to places not shown. It is not used in place of adequate advance planning nor is it interpreted as granting blanket

travel authorization. It is permitted only when essential to the success of the mission.

3.4.1. **When Variations are not Authorized.**

- Do not use variations because of probable flight changes caused by weather, mechanical failure, or requirement to remain overnight at other than duty points.
- When purpose of TDY is to attend a technical, scientific or professional meeting.
- When purpose of TDY is to attend a school or course of instruction, except when unspecified field trips or flight training outline or AFCAT 36-2223.
- On a PCS order, except in temporary duty en route.
- In an amendment to an order after travel has been completed (see paragraph 1.2.14.1).

NOTE: Variations in overseas travel doesn't exempt requirements for foreign area clearances.

3.5. Classified Orders. You can often avoid classification with careful wording, especially in the duty to be performed. For example, if the purpose is to inspect a piece of ordnance material that is classified, the order may read: "To inspect ordnance material." This statement gives the purpose as official Air Force business, but does not identify the classified equipment being inspected. Also, to avoid classifying an order if TDY is at a classified location, include the name of a nearby location in the itinerary if the rate of per diem is the same and authorize variations in itinerary. When an order must be classified, mark and handle it according to DOD 5200.1-R/AFI 10-1101. You may also make extract copies using asterisks in place of the classified data. When presenting orders to unofficial agencies such as rental car companies, hotels, etc., it is permissible to delete or obliterate certain data such as grade, position, title, security clearance, and purpose of travel. Although this data in itself is not classified, it may be sensitive in the wrong hands.

NOTE: In using a nearby location, ensure you do not inadvertently identify any classified data; e.g., the theater of operations, if classified, or any other classified or security related data associated with deployment operations.

Chapter 4

CIVILIAN TRAVEL ORDERS, TRANSPORTATION AUTHORIZATIONS, INVITATIONAL TRAVEL ORDERS, CONTRACT PERSONNEL ORDERS, WITNESS TRAVEL ORDERS, AND SUBPOENA ORDERS

4.1. Civilian Travel Orders. DD Form 1610, Request and Authorization for TDY Travel of DOD Personnel, is used for DOD civilian personnel travel. In rare cases where it is not practical to use printed forms, you may compose orders. Instructions for completing these forms are in JTR, volume 2, paragraph C3150 and in figure 2.2.

4.2. Transportation Authorizations. Transportation authorizations authorize or permit travel by military aircraft only in a non-per diem status for: non-DOD personnel to perform official duty for the Air Force; civilian employees of DOD and their dependents, dependents of military personnel family emergency travel

when space required transportation is not authorized; student dependents of military personnel serving in Hawaii and Alaska for travel from (APOE) serving sponsor's duty station to CONUS aerial port of debarkation (APOD), and return. Any orders-publishing activity may publish a transportation authorization for space available travel as outlined in DOD Regulation 4515.13. Include the specific paragraph of DOD Regulation 4515.13 under which space available travel is being performed. When the Chief of Staff, USAF, specifically approves travel not authorized by DOD Regulation 4515.13, cite the letter and its date.

NOTE: The contracting officer may authorize travel authorizations for cost reimbursable travel in conformance with contract provisions. Preparers of travel authorizations must comply with DOD 4515.13-R, Air Force Transportation Eligibility, paragraph 3-3E(2) therein, which states in part..."travel orders must contain a statement that commercial transportation is neither available, readily obtainable, nor satisfactorily capable of meeting the travel requirements, that the non-government rate tariff applies, and must include the name and address of the contractor so AMC can bill on a direct billing basis..." Travel authorizations will be in letter format as in paragraphs 4.2.1.1 and 4.2.2.1 below.

4.2.1. For Travel Within CONUS. Include:

- Name and home or business address.
- Approximate date of departure.
- Destination (complete itinerary) and place to which return travel is desired, if applicable.
- Place from which travel is authorized.
- Purpose of travel.
- Approximate number of days authorized, including travel time.
- Authorization for excess baggage, if approved (see paragraph 3.3.11).
- Statement that "travel is necessary in the military service according to (appropriate Air Force directive, letter, or message under which travel is authorized)."
- State whether reimbursable or nonreimbursable (see DOD Regulation 4515.13, chapter 6, for policy on transportation charges for travel by AMC and non-AMC aircraft). If reimbursable, and payment is not in cash, include name and address of the organization or individual responsible for reimbursement on a direct billing basis. State whether the US Government or non-US Government rate tariff is applicable, as determined by DOD Regulation 4515.13. When travel is on a space available basis, so state, and note references that apply.

4.2.1.1 Example:

DR. CHARLOTTE R HUDSON, Assistant Professor, Physics Department, University of Maryland, College Park MD, is authorized to travel on or about 17 Mar 94 by

military aircraft from Wash DC to Wright-Patterson AFB OH, for approximately 15 days for the purpose of repairing the AF cosmic ray monitor telescope, and on completion return to Wash DC. Authority: DOD 4515.13-R. Nonreimbursable traffic.

4.2.2. For Travel to and Within an Overseas Area.

The orders do not refer to logistical support, except when authorizations in AFR 400-15 are not adequate, or when specific logistic support is desired by the traveler and approved by the overseas commander. Orders issuing and approving officials must make sure that area clearance has been obtained before requesting orders. Include:

- Information required by a above that applies.
- Passport number.
- Statement: "Before traveling comply with the USAF Foreign Clearance Guide for clearance, passport, and immunization requirements. Obtain immunizations at the nearest armed services hospital or dispensary."
- If travel is on a "space required" basis, by scheduled AMC aircraft, include accounting classification, customer identification code, and air movement designator. Further state that air movement designator for return travel will be obtained from the overseas local priority-issuing activity. The fund approving a official initials the request for orders, indicating availability of funds and accuracy of accounting classification codes.
- When space available travel by AMC aircraft is permitted, include the paragraph in DOD Regulation 4515.13 that applies; or, if travel is an exception to the cited directive, include the approval authority and date.

4.2.2.1. Example:

DR. ARTHUR BENHAM, passport number Y487125, Professor of Education, College of Education, Ohio University, Athens OH, is authorized to travel on or about 24 Mar 85 by AMC aircraft from aerial port of embarkation, Travis AFB CA to Yokota AB Japan, under air movement designator SUU OKO-2CT-FZ-03, for approximately 149 days, for the purpose of conducting the Guidance and Counseling Institute being offered selected Air Force overseas dependent school teachers by the Ohio University, and on completion will return to Travis AFB CA, Billing for transportation (at the US Government rate tariff per AFR 76-11) will be forwarded by AMC/FMIA, to Dr. Clayton Carter, Director, Guidance and counseling Institute, College of Education, Ohio University, Athens OH 45701-3421. Before traveling, comply with the Foreign Clearance Guide for clearance, passport, and immunization requirements. Obtain immunizations at the nearest armed services hospital or dispensary. Air movement designator for return travel will be obtained from the local priority issuing activity. Authority: DOD 4515.13-R, paragraph 3-3f. Reimbursable traffic.

4.2.3. Civilian Emergency Leave, Dependent of Military Member Emergency Leave, and Student Dependent of Military Member Travel. These orders permit travel on a space available basis only. Include:

- Unit address. For dependents, unit address of their sponsor and their relationship to sponsor.
- Date of birth of dependent students.
- Information required by 4.2.1. and 4.2.2. above that applies.
- Statement: "There is no guarantee of space for travel permitted on a space available basis. Traveler must be prepared to continue or return via commercial means at personal expense."
- Authorize only normal baggage allowance of 66 pounds.
- For civilian employees only, a statement requiring them to file a no pay travel voucher within 5 workdays after their return.
- Authority: Include the paragraph in DOD Regulation 4515.13 that applies.

4.2.3.1. Example: Civilian Emergency Leave

MS JEAN MARKEY Passport Number Y684727. GS-12, 31 Wea Sq (AMC), Rhein Main AB Germany, is permitted to proceed on or about 15 Feb 93 via AMC aircraft on a space available basis as Category 1 from Rhein-Main AB Germany to McGuire AFB NJ for approximately 30 days, and return, for the purpose of emergency leave. There is no guarantee of space for travel permitted on a space available basis. Traveler must be prepared to continue to return via commercial facilities at personal expense. All absence from duty is chargeable to leave. Accomplish necessary immunizations before traveling. Sixty-six pounds baggage is authorized. File a no pay travel voucher within 5 workdays after you return. Authority: DOD Regulation 4515.13, paragraph 4-5a.

NOTE: For Air Force employees traveling in emergency leave status, do not use an AF Form 972.

4.2.3.2. Example; Dependent Emergency Travel (CONUS to Overseas):

Mrs. Hilda Smith Passport Number Y621385, dependent wife of MSgt Joel D. Smith, 000-00-0000, HQ AFMC, Wright-Patterson AFB, OH is permitted travel on or about 1 Jul 1993 by military aircraft on a space available basis from Dover AFB DE to Rhein Main AB Germany and return. There is no guarantee of space for travel permitted on a space available basis. Traveler must be prepared to continue to return via commercial means at personal expense. Accomplishing necessary immunizations before traveling. Sixty-six pounds baggage is authorized. Authority: DOD Regulation 4515.13, paragraph 4-5a(5).

NOTE: For space required reimbursable travel per DOD Regulation 4515.13, paragraph 3-3b(3), use an AF Form 937 (figure 4.1).

4.2.3.3. Example for Student Dependent Travel (Military Dependents):

MISS SUE ANN SMITH, Date of birth-19 Oct 1973; Passport number Y831126, undergraduate student, University of Maryland, College Park MD, dependent of COL OSCAR G SMITH, 123-45-6789. HQ PACAF, Hickam AFB HI, is permitted travel on or about 31 Aug 93 by military aircraft on a space available basis, from Hickam AFB HI, to Travis AFB CA. There is no guarantee of space available basis. Traveler must be prepared to go or return via commercial facilities at personal expense. Sixty-six pounds baggage is authorized. Authority: DOD Regulation 4515.13, paragraph 4-5(2), and AFI 24-101.

NOTE: To return at the end of the school year, the command publishes a separate order. See figure 4.2 (AF Form 1045, Request and Authorization for Student Dependent Travel) for an alternate form order.

4.2.4. Travel Under Environmental and Morale Leave Program for Designated Overseas Areas. These orders

permit travel on a space-available basis within an overseas area for DOD civilian employees in a leave status and their authorized dependents; military personnel in an ordinary leave status and their authorized dependents; and other personnel eligible under this program. Orders published for such travel must identify individuals as valid participants in this program according to DOD Regulation 4515.13, chapter 10, and cite the paragraph that permits travel by military aircraft. Include:

- Name and unit address of sponsor, and a statement that dependents are accompanying sponsor on authorized leave, and they are valid participants in the environmental and morale leave program according to DOD Regulation 4515.13.
- Statement that: "Travelers must comply with theater of international restrictions."
- Statement that: "Travelers must comply with all directives and requirements that pertain to passports, visas, foreign customs, and immunizations."
- Statement that: "There is no guarantee of space for travel permitted on a space available basis. Traveler must be prepared to continue to return via commercial means at personal expense."
- Normal baggage allowance of 66 pounds.
- Authority: DOD Regulation 4515.13, chapter 10.

NOTE: Some limited locations are authorized space required transportation. Orders authenticating officials should be aware whether this applies to their location.

4.2.4.1. Example:

MAJ JAMES R STANLEY, 000-00-0000, HQ 51 ABW (PACAF), APO San Francisco 96570-5000, presently on ordinary leave; and his accompanying authorized dependents, all of whom are valid participants in the Environmental and Morale Leave Program for designated overseas basis per DOD Regulation 4515.13, chapter 10, are permitted to travel on or about 10 June 1993 by

REQUEST AND AUTHORIZATION FOR DEPENDENT(S) TRAVEL <small>(Applicable for all forms of travel)</small> <small>(THIS FORM IS SUBJECT TO THE PRIVACY ACT OF 1974 - USE BLANKET PAS - AF FORM 11)</small>			
TO: 58 MAS/DAP		FROM: 58 MAS/DPM	
		TELEPHONE 2066	
The following dependent(s) is/are authorized travel to location indicated:			
DEPENDENT(S)	1. DEPENDENT(S) (Last name, First, MI and Passport Number)		2. RELATIONSHIP
	3. DATES OF BIRTH OF CHILDREN		
DATA	4. PRESENT ADDRESS		5. ANTICIPATED DELAY ORIGINALLY INDICATED
	6. SPONSOR (Grade, Last name, First, MI and SSAN)		7. DATE ENTERED OVERSEA AREA
SPONSORS	8. ORGANIZATION AND STATION ADDRESS OR LOCATION TO WHICH TRAVEL IS AUTHORIZED		9. ASSIGNED THIS STATION PER PARA DATE
	10. FUND CITATION		
DATA	11. <input checked="" type="checkbox"/> a. Travel will be performed during the month of <u>Oct or Nov 90</u>		
	12. Travel by Military Aircraft, Commercial Aircraft, Surface Vessel, Rail or Bus Authorized.		
TRAVEL DATA	13. REMARKS		
	14. DATE		
15. TYPED NAME, GRADE, TITLE AND SIGNATURE OF ISSUING/APPROVING OFFICIAL		16. AUTHORITY	
17. DESIGNATION AND LOCATION OF HEADQUARTERS		18. SPECIAL ORDER NO.	
19. DATE		20. TDN	
21. DISTRIBUTION		22. SIGNATURE ELEMENT OF ORDERS AUTHENTICATING OFFICIAL	

AF FORM 937 PREVIOUS EDITIONS ARE OBSOLETE.

U.S.GPO:1986-0-181-115

Figure 4.1. Sample AF Form 937, Request and Authorization for Dependent(s) Travel.

INSTRUCTIONS FOR PREPARATION OF AF FORM 937 WHEN USED FOR EMERGENCY LEAVE

Items 2, 3, 6, 12, 14, 17, 18, and 19. Self-explanatory.

Item 1. (Dependent(s) Last Name, First, Middle Initial and, if Known, the Passport Number). List the names of legal dependents for whom transportation is being authorized. Do not list individuals who do not qualify as dependents for transportation purposes. For instructions on close blood and affinitive (by marriage) relatives who are bona fide members of the sponsor's household and eligible for space available transportation, see item 13.

Item 4. Present Address and Telephone Number. Enter the address where the dependents are located. For emergency leave, published according to table 1.4, include the sponsor's unit of assignment, duty telephone, and mailing address; 3.g., 7025 Air Postal Sq, PSC Box 2186, APO AE 09021-5360. Kapaun MIL 6085.

Item 5. Leave Blank.

Item 7. Date Sponsor Entered Overseas Area. For emergency leave, only include this information if known.

Item 8. Location to Which Travel is Authorized. For emergency leave, enter the appropriate Aerial Port of Debarkation (APOD). If unknown, enter as appropriate: "CONUS APOD," "Hawaii APOD." "Puerto Rico APOD," etc.

Item 9. Cite the special order assigning the sponsor to the current station. For emergency leave published according to table 1.4, only include this information if known.

Item 10. Fund Citation. Include the accounting classification from the local FSO in orders published according to table 1.4. The designated officer initials to indicate the authenticity and accuracy of the fund citation. Also include a fund citation for space required basis per DoD Regulation 4515.13, paragraph 3-3b(3).

Item 11.

a. (Dependents Will Proceed on or About _____) Indicate the on or about date of departure in all other orders including emergency leave.

c. Check this item for emergency leave only. When travel is space required reimbursable per DoD Regulation 4515.13, paragraph 3-3b(3), after the work "authorized" type in: "on a space required reimbursable basis between APOE and APOD and return."

Item 13. Use this item for any other information for which space is not provided elsewhere. (Transportation Information) On emergency leave orders include the actual departure point and the place the dependents will return, i.e., enter the international air port they departed from or the one nearest their sponsor's duty station. (Member's Domicile.) As the JFTR and AFR 35-9, Paragraph 2-4a(5), defines it (is) (is not) outside the CONUS required for all emergency leave travel from CONUS to overseas. Cross out the response that does not apply. If member's domicile is in CONUS, member and dependents may be eligible for space-available or reimbursable space-required travel.

Example 1: (Dependents depart from and return to same location) "Dependent(s) listed above will depart from and return to Frankfurt International Airport, Frankfurt, Germany."

Example 2: Dependents depart from and return to different locations) "Dependents listed above will depart from Heathrow International Airport, London, England, and return to Frankfurt International Airport, Frankfurt, Germany."

(Return Travel.) Statement on all emergency leave orders: "Contact the transportation office at the nearest military installation to make return travel arrangements."

(Travel Voucher.) Statement on all emergency leave orders: "Your sponsor must file a no-pay travel voucher within 5 workdays after you return to (his)(her) duty station."

Item 15. When processing these orders, the MPF chief has the authority to assign signature responsibilities to staff sergeants and above, commissioned officers, or civilians in grade GS-5 or higher.

Item 16. Cite the specific paragraph of the JTRs under which the travel is authorized and AFR 75-8, if applicable.

Item 20. Leave Blank.

Item 21. Prescribe locally.

Item 22. Leave Blank.

Figure 4.1. Continued.

REQUEST AND AUTHORIZATION FOR STUDENT DEPENDENT TRAVEL			
(This form is subject to the Privacy Act of 1974, use Blanket PAS - AF Form 11)			
I. REQUEST FOR TRAVEL			1. DATE OF REQUEST
The following dependent is authorized travel to location indicated:			15 Jul 92
DEPENDENT DATA			
2. DEPENDENT (Last name, First, Middle initial and Passport No.)		3. RELATIONSHIP	4. DATE OF BIRTH
HOWELL, SUE ANN Y831126		Daughter	8 Jun 72
5. NAME AND LOCATION OF SCHOOL			
University of Maryland College Park MD			
6. PRESENT ADDRESS			7. TRANSPORTATION AUTHORIZED
PSC Box 2168 APO NY 09012-5001 (RAM MIL 7125)			<input checked="" type="checkbox"/> SPACE REQUIRED <input type="checkbox"/> SPACE AVAILABLE
SPONSOR DATA			
8. SPONSOR (Grade or Rating, Last name, First, Middle initial, and SSN)			9. DATE ENTERED OVERSEA AREA
GS-14 HOWELL, JOHN H. 123-45-6789			15 Jun 90
10. ORGANIZATION AND STATION ADDRESS OR LOCATION			11. ASSIGNED THIS STATION PER (Assignment Order)
HQ USAFE/XPX APO NY 09012-5001			HQ ACC 10 APR 90
			12. RETURN DATE (If any)
13. I certify that the above information is true and this is my dependent. I will file a Travel Voucher within ten days after completion of travel.			
A. DATE		B. SPONSOR'S SIGNATURE	
15 Jul 92			
TRAVEL DATA			
14. ITINERARY AND PROCEED/ARRIVAL O/A DATES			
FROM: RAMSTEIN AB GM 31 Aug 92 TO: COLLEGE PARK MD 31 Aug 92			
15. REMARKS (Accomplish necessary immunizations before traveling. 66 pounds accompanied baggage authorized.)			
225 pounds of unaccompanied baggage authorized. Auth: JTR Vol II, para c-7005 and DoD 4515.13R, para 3-3b (9).			
16. APPROVING/VERIFYING OFFICIAL			
A. Information contained above has been verified and is correct.			
B. DATE	C. TYPED NAME, GRADE AND TITLE		D. SIGNATURE
18 Jul 92	JAMES . DERRICK Chief, Civilian Personnel		James Derrick
II. AUTHORIZATION			
17. ACCOUNTING CITATION			
DEPARTMENT OF THE AIR FORCE 86CSG (USAFE) APO NY 09012-5001			
XXXXXXXX XXX XXXX XXXXXX XX XXXXX X CIC: X X XXX XXX XXXXX			
CERTIFYING OFFICIAL			
18. ORDERS AUTHENTICATING OFFICIAL (Title and Signature)			19. DATE ISSUED
			20 Jul 92
			20. SPECIAL ORDER NUMBER
			TA-4135

AF Form 1045 1 JAN 86

Figure 4.2. Sample AF Form 1045, Student Dependent Travel Order.

INSTRUCTIONS FOR PREPARATION OF STUDENT DEPENDENT TRAVEL ORDERS

Items 1 through 4, 8 through 11, 13, 19, and 20. Self-explanatory.

Item 5. Name and Location of School. Enter the name of the school, college, or university and the geographical location (city and state) of the campus where the student will be attending classes.

Item 6. Present Address. Include the address where the student may be contacted, including the telephone number, if known, at the time the travel order is requested.

Item 7. Transportation Authorized. Check either space required or space available IAW DOD Regulation 4515.13. For space available transportation, include in item 15: "There is no guarantee of space for travel permitted on a space available basis. Traveler must be prepared to continue or return via commercial means at personal expense."

Item 12. Return Date. Only complete this item if the sponsor has an established date to return from overseas. If not, enter "NA."

Item 14. Itinerary and Proceed/Arrival OA (on or about) Dates. Enter the routing provided by the TMO to the CONUS POD (for space available) or the location of the school (for space required). List in reverse order for return travel.

Item 15. Remarks. Include other pertinent data such as unaccompanied baggage (if any) to be shipped; circuitous routing or any special instructions required by a command. Authority: Note the applicable references to DOD Regulation 4515.13 and either JFTR volume 1 or JTR volume 2 that apply.

Item 16. Approving/Verifying Official. Will be signed by the competent authority in a position to verify the data above.

Item 17. Accounting Citation. Complete as for any Air Force form order but include a fund cite for space required transportation only.

Item 18. Leave Blank

Figure 4.2 Continued

military aircraft on a space available basis from Osan AB Korea to Japan for approximately 30 days and return. Comply with theater or international restrictions and all directives and requirements pertaining to passports, visas, foreign customs, and immunizations. There is no guarantee of space for travel permitted on a space-available basis. Traveler must be prepared to continue or return via commercial means at personal expense. Sixty-six pounds baggage is authorized. Authority: DOD Regulation 4515.13, chapter 10.

NOTE: For specific locations space required transportation may be authorized according to JTR volume I, paragraph U7207. For these locations O&M funds will be added and add the words "or space required" after "space available."

4.3. Educational Travel for Dependents of Members and DOD Civilian Employees Overseas. Student dependents of military members and DOD civilians stationed overseas who meet the criteria of DOD Regulations 4515.13, paragraphs 3-3b(9) or (10), are authorized space required transportation.

4.3.1. Data to be shown in orders.

- Name, date of birth, relationship to sponsor, and passport number of student.
- Name and location of institution.
- Name, grade, SSN, and organization of assignment of sponsor.
- Itinerary.
- Authority: For military dependents use JFTR, volume I, chapter 7, part H, and DOD Regulation 4515.13, paragraph 3-3b(10); and for civilian dependents use JTR, volume 2, paragraph C-7005, and DOD Regulation 4515.13, paragraph 3-3b(9).
- Estimated completion date of travel. (If more than 1 day).
- The requirement that the sponsor file a travel voucher within 10 days after travel is completed.
- Other data as indicated in example below.

4.3.1.1. Example:

MISS SUE ANN STECKMAN, date of birth 19 Oct 1975, passport number Y831126, undergraduate student, University of Maryland, College Park MD, dependent daughter of GS-14 JOHN J. STECKMAN, 123-45-6789, HQ USAFE-XPX, APO NY 09012-50001, is permitted travel on or about 31 Aug 93 on a space required basis, from Rhein Main AB Germany to College Park, Maryland. Accomplish necessary immunizations before traveling. sixty-six pounds baggage is authorized. Expenses are chargeable to (cite Accounting Classification and CIC). Authority: JTR, volume 2, paragraph C-7005, and DOD 4515-13R, paragraph 3-3(9). Sponsor will file a no pay travel voucher within 10 days after completion of travel. (Entitlement Travel).

NOTE: Students using round trip orders must begin and

end their travel during the same fiscal year. See figure 4.2 (AF Form 1045) for an alternate form order.

4.3.2. Invitational Travel Orders. Invitational travel orders are published for travel of exchange officers as prescribed in AFI 16-103; relatives attending group interments according to AFI 34-501; individuals who are not employees of the federal government as described in JTR, volume 2, paragraph C6000; foreign personnel undergoing US Air Force-sponsored training according to AFI 16-105; Reserve Officers Training Corps (ROTC) cadets participating in authorized base orientation visits who, because of circumstances beyond their control, are not able to return to their institutions by the originally authorized modes of military transportation according to AFR 45-29; and ROTC graduates or cadets for medical examination before they enter flying training. Any orders publishing agency may publish invitational travel orders as described in JTR, volume 2, paragraph C6000. Organizations below major command level must first be delegated this authority by their MAJCOM.

4.3.2.1. Special Arrangements for Canadian exchange officers. According to agreement with the Canadian Government, Canadian exchange officers may travel on routine travel orders, either composed or the DD Form 1610. Per diem will be the same as US Air Force officers.

- For Travel Within CONUS. Include:
- Information required by JTR, volume 2, paragraph C3106.
- On exchange officers (British and Australian), include after name, the country and "exchange officer." Example: "RAF Exchange Officer."
- Authorization for excess accompanied baggage, if approved (see paragraph 3.3.11).
- If per diem is authorized, state "Per diem authorized as prescribed in JFTR, volume 1, paragraph U4125" or "per diem authorized as prescribed in JTR, volume 2, chapter 4, part L, except as follows (specify conditions, locality and rate)." Per diem for exchange officers, except Canadians, is paid by their own government; therefore, include statement in their orders "No per diem authorized."
- The fund approving official signs the request for orders, indicating availability of funds and accuracy of accounting classification codes.
- Security clearance, if required. This is not to be indicated for exchange officers.

4.3.2.2. Modes of transportation:

- If travel by common carrier (rail, bus, and air) is authorized, and traveler cannot get a government transportation request for transportation, include statement "If transportation is not procured by US Government transportation request, you will be reimbursed for the actual transportation expenses incurred for travel by commercial carriers. First class air may only be used if less costly class of

service is not available." (See JTR, volume 2, paragraph C4704-2.)

- When a more costly class of service is authorized, include statement "The use of first class air transportation is authorized. First class authorized by the Secretary of the Air Force is (cite reference and date)." (See JTR, volume 2, paragraph C2204.)
- If travel by a privately owned automobile is authorized as more advantageous to the government, include "Travel by a privately owned automobile at the current rate is authorized. This mode of transportation has been determined more advantageous to the government."
- If travel by a privately owned automobile is permitted and this mode of transportation is not more advantageous to the government, include "Travel by privately owned automobile at the current rate is permitted. Transportation costs, per diem, and travel time are limited to travel by (mode(s))." (See JTR, volume 2, paragraph C4654.)

4.3.2.3. Information necessary for submission with travel vouchers, as applicable:

- Statement to be included when travel is performed by common carrier: "Obtain receipts or retain ticket stubs and seat or berth checks for travel by common carrier. These receipts and copies of transportation requests, if used, will be filed with voucher for reimbursement of expense."
- Statement to be included when it has been determined that travel by privately owned automobile is more advantageous to the government: "Voucher for reimbursement will include statement of travel mileage, ferry fares, toll charges, and parking fees." (See JTR, volume 2, paragraph C4654.)
- Statement to be included for reimbursable expenses: "Obtain receipts for other reimbursable expenses, including official long distance telephone calls, to submit with your voucher, when necessary." (See JTR, volume II, chapter 4.)

4.3.2.4. Instructions for attendance of relatives at group interments regarding entitlements to mileage allowance for travel by a privately owned automobile and round trip transportation between carrier terminals; and ineligibility for per diem and reimbursement for ferry fares and toll charges are according to (AFR 143-1) AFI 34-501.

4.3.2.5. Category and purpose of travel as shown in examples below:

- **Example: Invitational Travel Orders-CONUS:** MISS DOROTHY JONES, 4500 Rock Creek Church Road, Wash DC 20011-4321, is invited to proceed on or about 7 Jan 93 from Wash DC, to McGuire AFB NJ, Westover AFB MA, and Griffiss AFB NY, for approximately 30 days to assist in establishing service clubs and, on completion, return to Wash DC. (SITE VISIT) Travel by

military aircraft or common carrier (air, rail, or bus) authorized. If transportation is not procured by US Government transportation requests, you will be reimbursed for the actual transportation expenses for travel by commercial carriers. First class air may only be used if less costly class of service is not available. Obtain receipts or retain ticket stubs and seat or berth checks for travel by common carrier. Also obtain receipts for other reimbursable expenses, including official long-distance telephone calls. These receipts and copies of transportation requests, if used, will be filed with your claim voucher for reimbursement of expenses. Per diem is authorized as prescribed in JTR, volume 2, chapter 4, part L. Travel is necessary in the public service (cite Accounting Classification). Authority: DOD Regulation 4515.13, paragraph 3-3e, and HQ AFMPC/DPCA Ltr, 10 Nov 84.

• **Example: Invitational Travel Order-AF Reserve, Not on Active Duty:**

CAPT OLIVER MYERS, 123-45-6789 (USAFR, not on active duty), 144 Hammond St, Omaha NE 68156-2098, is invited to proceed on or about 10 Jun 93 from Omaha NE, to Peterson AFB CO, for approximately 5 days for the purpose of appearing before a Reserve officer disposition board in connection with separation proceedings under AFR 35-41, and, on completion, return to Omaha NE. (MSN) (Other Travel) Travel by common carrier (air, rail, or bus) is authorized. Travel by military aircraft is directed when available. If transportation is not procured by US Government transportation requests, you will be reimbursed for the actual transportation expense for travel on commercial carriers. First class air may only be used if less costly class of service is not available. Obtain receipts or retain ticket stubs and seat or berth checks for travel by common carrier. Also obtain receipts for other reimbursable expenses including official long-distance telephone calls. These receipts and copies of transportation requests, if used, will be filed with your claim voucher for reimbursement of expenses. No per diem is authorized. Travel is necessary in the public service. Expenses are chargeable to (cite Accounting Classification). Authority: DOD Regulation 4515.13, paragraph 3-3a, and HQ AFRES/DPRC Ltr, 30 Dec 92, Reserve Officer Screening Board.

4.3.3. Travel to and Within an Overseas Area. The orders will not refer to logistical support, except when authorizations in AFR 400-5 (AFI 25-302) are not adequate, or when specific logistical support is desired by the traveler and approved by the overseas commander. Include:

4.3.3.1. Statement that area clearance has been obtained according to the USAF Foreign Clearance Guide.

4.3.3.2. Statement: "Immunizations per the USAF Foreign Clearance Guide will be accomplished before departure, and may be obtained at the nearest armed services hospital or dispensary."

4.3.3.3. Statement: "Make application immediately to the clerk of the nearest State or Federal Court for passport," if applicable. (See AFR 30-4.)

4.3.3.4. If travel is by AMC aircraft, include an air movement designator for travel to the overseas area, together with a statement that the air movement designator for the return travel will be obtained from the overseas local priority-issuing activity. Also include the customer identification code and accounting classification with proper certification of fund availability.

4.3.3.6. Example:

FLIGHT LIEUTENANT CHARLES E DULANEY, 27931, RAF Exchange Officer, HQ AFMC, Wright-Patterson AFB, OH, is invited to proceed on or about 13 May 93 from Wright-Patterson AFB OH to McGuire AFB NJ, reporting to AMC Passenger Service Counter NLT 0730, 14 May 93, for transportation to RAF Mildenhall England on flight X-235, departing McGuire AFB at 0900, under air movement designator, WRI-MHZ-2PT-AF5, on temporary duty for approximately 25 days to review RAF-USAF Exchange Officer Program, (ADM) (SITE VISIT) and on completion return to Wright-Patterson AFB, OH. Return air movement designator will be obtained from the local priority-issuing activity. Travel by military aircraft, commercial rail, and bus is authorized. Travel by commercial aircraft is authorized within continental US and within overseas area only if scheduled military aircraft is not available. If transportation is not procured by US Government transportation request you will be reimbursed for the actual transportation expenses incurred for travel by commercial carriers. First class air may only be used if less costly class of service is not available. You will obtain receipts or retain ticket stubs and seat or berth checks for travel by common carrier. You will file these receipts and copies of transportation requests if used with your voucher for reimbursement of expenses. No per diem authorized (cite accounting Classification and Customer Identification Code). Travel is necessary in the public service. Authority: AFR 36-41; DOD 4515.13-R, paragraph 3-3h; and HQ AFMPC/MPCA Ltr, 1 Nov 92.

4.3.4. Travel of Non Government Employees as Witnesses in Court-Martial Cases. Persons who are not government employees may be issued invitational travel orders to attend as witnesses:

4.3.4.1. Before a pretrial investigation under Article 32, UCMJ, see JTR, volume 2, paragraph C6000, item 12; allowances are controlled by JTR, volume 2, paragraph C6002.

4.3.4.2. At a trial or for deposition, see JTR, Volume 2, paragraph C6002, subparagraph 4. In this case, fees, mileage, and per diem are controlled by 28 U.S.C. 1821. Transportation may be provided in kind or by government transportation request (GTR), when appropriate, but mileage will not be paid for the portion of transportation provided in kind by the GTR. In orders for appearance at trial or for a deposition, include the following statement: "Payment of fees, mileage, and per diem is controlled by 28 U.S.C. 1821. No mileage will be paid for any portion of transportation provided by the government in kind or by GTR."

4.4. Subpoena Travel Orders. These orders are prepared by the JA on DD Form 453-1, Court-Martial Witness Travel Order, as a travel order, according to MCM 1984. Ensure the name of the traveler is on the form and it is not dated until it is authenticated. Only use these orders for civilians who are not employees of the federal government.

4.5. Emergency Leave Orders. Use AF Form 972 when authorizing emergency leave for military members on a space-required basis from overseas (foreign countries, Hawaii, Alaska, or US possessions) to CONUS, from CONUS to overseas, and between overseas areas. AF Form 972 is not required for emergency leave entirely within CONUS. Travel time between CONUS and overseas is not chargeable to leave. (See Figure 4.3)

4.5.1. Special Instructions

4.5.1.1. Civilian employees are entitled to space-available travel only when stationed overseas (DOD Regulation 4515.13).

4.5.1.2. For military dependents use AF Form 972 (figure 4.3) when they accompany their sponsor and AF Form 937 (figure 4.1) when they travel without their sponsor.

REQUEST AND AUTHORIZATION FOR EMERGENCY LEAVE TRAVEL (This form is subject to the Privacy Act of 1974 - Use Blanket PAS AF Form 11)						1. DATE OF REQUEST	
I. REQUEST FOR OFFICIAL TRAVEL AND LEAVE							
2. NAME (Last, First, and MI) FLETCHER, ROBERT F.		3. SOCIAL SECURITY NO. 123-45-6789		4. PAY GRADE CMSGT		5. ORGN, STATION, AND PHONE NO 24 SUP SQ HOWARD AFB PN X4579	
6. LEAVE IN CARE OF (Street, city, state, zip code and phone no.) 1710 Avondale Ave Richmond VA 23229-4012 703-563-4877		7. OCCUPATIONAL SPECIALTY 70299		8. DEPOS Jul 95		9. ETS/DOS Apr 98	
10. NO. DAYS LEAVE						11. DATES	
A. REQUESTED 30		B. ACCRUED 58		C. ADVANCED D. EXCESS		A. FROM 21 Apr 93	
						B. TO 20 May 93	
II. TRANSPORTATION AND TRAVEL							
12. YOU ARE AUTHORIZED TO PROCEED ON OFFICIAL TRAVEL IN CONNECTION WITH EMERGENCY LEAVE AND UPON COMPLETION OF YOUR LEAVE AND TRAVEL WILL RETURN TO HOME STATION (or location designated by additional military orders). YOU ARE DIRECTED TO REPORT TO APOE FOR ONWARD MOVEMENT TO THE AERIAL PORT OR INTERNATIONAL AIRPORT DESIGNATED IN YOUR MTA, DD FORM 1482 (port call). ALL ADDITIONAL TRAVEL IS CHARGEABLE TO LEAVE.							
AMD: HOW-CHS-2EL-FZ-01. Report to the AMC Passenger Service Counter at Howard AFB NLT 1½ hours before scheduled flight departure to Charleston AFB SC on flight AQA 0480 departing at 1800, 21 Apr 93.							
13. INSTRUCTIONS FOR SCHEDULING RETURN TRANSPORTATION: Upon arrival in CONUS and before departing on leave, contact the AMC Passenger Reservation Center located in the aerial port to obtain a return flight reservation. Dependents listed below are authorized to return separately from member.							
14. SIGNATURE OF REQUESTER Robert F. Fletcher				15. APPROVING OFFICIAL (Title and Signature) R.O. Hines MAJOR, USAF, Commander			
III. EFFECTIVE DATES OF TRANSPORTATION							
16. DEPARTED UNIT		17. ARRIVED APOD		18. ARRIVED APOE (Return trip)		19. ARRIVED HOME UNIT	
IV. DEPENDENT TRAVEL AUTHORIZATION <input type="checkbox"/> NONE							
20. <input type="checkbox"/> (Space available or space required cash reimbursable). <input checked="" type="checkbox"/> (Space required) TRANSPORTATION AUTHORIZED FOR DEPENDENTS LISTED IN REMARKS ENTER NAME, RELATIONSHIP AND PASSPORT NO.							
21. REMARKS (File a no pay travel voucher along with a copy of your MTA or boarding pass within 5 workdays after your return. Submit request for leave extension to your commander thru the American Red Cross. Contact nearest AFB if you need to apply for reassignment or discharge.) Alice G. Fletcher - Wife Y287541 James F. Fletcher - Son Y287546 DOB 10 Feb 76 If a leave extension is approved you may reschedule return transportation by calling the Scott AFB Passenger Reservation Center (PRC). Call toll free 1-800-851-3144. In Illinois call collect (618)-256-4901. Be sure to fill in applicable times and dates in items 16 through 19 above.							
DISTRIBUTION: J							
V. AUTHORIZATION							
22. DESIGNATION AND LOCATION OF HEADQUARTERS DEPARTMENT OF THE AIR FORCE 24 COMPW (ACC) APO Miami 34001-5000				23. ACCOUNTING CITATION XXXXXX XXX XXXX XXXXXX XX XXXXX XX XXXXX XXXXXX CIC: X X XXX XXXX XXXXXX TDN: CERTIFYING OFFICIAL J.C. Cash			
24. DATE ISSUED 21 Apr 93		25. ORDER AUTHORIZING OFFICIAL (Title and signature) OR AUTHENTICATION					
26. TRAVEL ORDER NUMBER TC-0125							

Figure 4.3. Sample AF Form 972, Emergency Leave Order.

INSTRUCTIONS FOR COMPLETION OF AF FORM 972

Items 1 Through 6, 14 Through 19, 22, and 24 Through 26: Self-explanatory.

Item 7-Enter Control and Duty Air Force Specialty Codes at time orders are published.

Item 8 Through 10-Enter amount of accrued leave, return (DEROS), and Date of Separation (DOS). Leave balances must be verified from member's leave and earnings statement.

Item 10c and 10d-These blocks must be completed when applicable.

Item 11-Enter dates of leave authorized based on departure from aerial port of debarkation and return to aerial port of embarkation.

Item 12-When travel is by military controlled aircraft, include air movement designator and statement: "Report to APOE NLT 1 1/2 hours before the scheduled flight departure." If member has to travel through the CONUS because of an emergency condition in a foreign country, include statement: "The CONUS aerial port of debarkation will indorse the order indicating flight reservation data for travel to overseas aerial port of debarkation."

Item 13-(Remarks). Copy statement shown in the figure for travel to CONUS. Also add the following if the member is stationed in or going to Spain: "La persona a quien esta orden pertenzca esta autorizada por las autoridades militares competentes de los Estados Unidos

de America para entrar o salir de Espana en mission oficial vestido de civil o militar." This statement will not be translated into English. Use the other side of the form if necessary. If travel may be by civilian aircraft, add: "Contact the transportation office at the nearest military installation to arrange return flight reservations." When dependents are listed on the order, add: "Dependents listed below authorized to return separately from military member."

Item 20-Check only one of the blocks and line out the other. For members stationed in CONUS who choose to pay for space required transportation for their dependents, add in item 21: "Sponsor agrees to reimburse the Air Force for travel of family members IAW DOD 4515.13R, paragraph 3-3b(3)."

Item 21-For leave in CONUS, copy statement shown in the figure. Use the other side of the form or separate page on plain bond if necessary. For any dependent children, include the date of birth. Also add the distribution in lower right hand corner. Members domicile, as the JFTR and AFI 36-3003 defines it, (is)(is not) outside the CONUS, required for all emergency leave travel from CONUS to overseas. Cross out the response that does not apply. If members domicile is in CONUS, member and dependents may be eligible for space-available or reimbursable space-required travel.

Item 23-Include accounting citation and CIC for travel authorized under JFTR, volume I, para U7205. (See AFR 177-103).

Figure 4.3. Continued.

ROBERT F HALE
Assistant Secretary of the Air Force
Financial Management and Comptroller

ACRONYMS AND ABBREVIATIONS

AFIT-Air Force Institute of Technology

ANG-Air National Guard

APOD-Aerial Port of Debarkation

APOE-Aerial Port of Embarkation

ARPC-Air Reserve Personnel Center

ART-Air Reserve Technician

CETS-Contract Engineering Technical Services

CIC-Customer Identification Code

CTO-Commercial Travel Office

DODPM-Department of Defense Pay Manual

EAD-Earliest Arrival Date

FSO-Finance Services Officer

GBL-Government Bill of Lading

GCMO-General Court-Martial Order

GTR-Government Transportation Request

HOR-Home of Record

HOSM-Host Operations Systems Management

JFTR-Joint Federal Travel Regulation

JTR-Joint Travel Regulation

MPO-Military Postal Officer

MTMC- Military Traffic Management Contract

NAF-Nonappropriated Fund

NGB-National Guard Bureau

O&M-Operations and Maintenance

OTS-Officer Training School

PSC-Postal Service Center

RNLTD-Report Not Later Than Date

SATO-Scheduled Airline Ticket officer

SCMO-Special Court-Martial Order

SIK-Subsistence-in-Kind

TDRL-Temporary Disability Retirement List

TMO-Transportation Management Office (or Officer)

TPC-Travel by Private Conveyance

UCMJ-Uniform Code of Military Justice